



## **TRAVEL PROCEDURES**

### **GENERAL GUIDELINES**

- (1) It is the *traveler's responsibility* to become familiar with State Travel Regulations prior to travel. See the [Louisiana Office of State Travel website](#) for State Travel Regulations.
- (2) There are two types of travel: *Field Travel* (required, routine and regular trips while in state) and *Conference Travel* (non-routine travel in and out of state).
- (3) Travelers operating a state owned, rental or personal vehicle on official state business will be completely responsible for all traffic, driving, and parking violations received. (This does not include state-owned or rental vehicle violations, i.e. inspection sticker, as the College and/or rental company is liable for any cost associated with these types of violations).

### **FIELD TRAVEL** (Required routine and regular trips while *in state*.)

Employees approved for field travel may either elect to (1) use their personal vehicles, with reimbursement not to exceed a maximum of 99 miles per round trip and/or day at 51 cents per mile; OR (2) rent a vehicle from the Enterprise Rent-A-Car's State Motor Pool Rental Contract.

#### ***To authorize use of personal vehicle for field travel:***

- (1) In accordance with [Louisiana Office of State Travel Regulations](#), generally field travel under a 30 mile radius of an employee's regular work domicile (regular campus/site) is NOT reimbursable; however, employees who are approved for regular, routine field travel may be authorized for reimbursement under the 30 mile radius requirement upon annual submission of a [Certification for Employee Routine Field Travel Form \(Form 1380/003\)](#) to the Accounts Payable Office.
- (2) At the beginning of each fiscal year, the employee estimates how much he/she will be reimbursed for the whole year and turns in an approved [Professional Leave and Travel Form \(Form 1380/001\)](#) for that amount, and a [Certification for Employee Routine Field Travel Form \(Form 1380/003\)](#) if routine travel is under 30 mile radius of employee's regular work domicile.

#### ***To be reimbursed for use of personal vehicle for field travel:***

- (1) Each month submit a [Travel Expense Account Form \(Form 1380/002\)](#), with attached [Field Travel Expense Form A \(Form 1380/002A\)](#), detailing each trip and requesting reimbursement. Mileage is reimbursed at [a rate set by the Office of State Travel](#). The current state reimbursement rate is 51 cents per mile with a maximum of 99 miles per round trip and/or day.
- (2) For each location visited, use [Delgado Standard Mileage Chart](#) **OR** submit MapQuest results showing starting/ending points and total miles travelled.

- (3) The deadline to submit the Travel Expense Account Form and attachments is two weeks after the end of each month.

***To use the state rental vehicle contract:***

- (1) To request approval for use of a state rental vehicle, complete all required paperwork for field travel and/or conference travel, as applicable. Include estimated rental expenses on the [Professional Leave and Travel Form \(Form 1380/001\)](#).
- (2) Request the Accounts Payable Office to make your reservation *OR* make your own reservation:
- **To request the Accounts Payable Office to reserve the rental through the College's account (*College pays for rental*)—**
    - o At least two work days prior to travel, submit a [Vehicle Rental Request Form \(Form/005\)](#) to the Accounts Payable Office via email to [rparis@dcc.edu](mailto:rparis@dcc.edu) or fax 504-361-6728.
  - **To reserve the rental vehicle directly (*employee pays for rental and is reimbursed*)—**
    - o Call Enterprise local rental branch directly (during business hours) at **1-800-Rent-A-Car** (24 hours/day) *or* access Enterprise through State Travel Website ([http://www.enterprise.com/car\\_rental/home.do](http://www.enterprise.com/car_rental/home.do) )
    - o Use State Corporate ID Number NA1403, Delgado Name
    - o Reservations are to be made 24 hours in advance for guaranteed vehicle class/size. Reservations should not be made at an airport location due to unnecessary additional costs.
    - o As per [State Travel Regulations](#), compact/intermediate models are used unless: (1) non-availability is documented; or (2) vehicle is to be used to transport more than two persons. When a larger vehicle is allowed, the upgraded vehicle shall be the next smallest size and lowest price necessary to accommodate the number of persons traveling.
- (3) Be advised that:
- Any non-state employee must sign a [State of Louisiana Hold Harmless Agreement](#) form prior to riding or driving a rental vehicle on behalf of the State.
  - Personal use of a rental vehicle during a rental for official state business is not allowed.
  - If you are unable to pick up the rental vehicle the morning of your travel, Enterprise may allow you to pick up the vehicle late in the afternoon on the day prior. However, you *must* directly arrange the pick-up time with Enterprise and you *must* specify that the College is not to be charged for the pick-up day.
  - The employee is responsible for any lost property associated with using a state rental vehicle, including lost keys.
  - Prior to the vehicle's return, the employee is responsible for filling its fuel tank to the level when the vehicle was picked up, and is eligible for fuel costs reimbursement. The employee is not to return the contracted vehicle to the rental company to fill up the tank as fuel is then charged at a higher rate.

## CONFERENCE TRAVEL (Non-routine travel *in and out of state*)

### *To authorize conference travel:*

- (1) Employee submits a separate [Professional Leave and Travel Request \(Form 1380/001\)](#) for each specific trip, which must be approved PRIOR to travel and received in the Accounts Payable Office at least two weeks before trip. This form asks for permission, *in advance*, for leave to travel and to be reimbursed for travel expenses, such as airfare, lodging, meals, conference fees, mileage, shuttle/taxi service, etc. **Conference Schedule/Agenda must be attached** to show days/times of conference activities, meals provided, and conference hotel information.
- (2) Delgado's Accounts Payable Office will notify employee via email when Professional leave and Travel Request form is approved. Employee makes reservations (airfare, hotel, and vehicle rental, as applicable) after confirmation of approval email is received.
- (3) *Airfare Reservations* must be made through the State approved agency, Short's Travel Management (<http://www.shortstravel.com/la>). NO EXCEPTIONS. Employees must complete each specific step outlined in [Delgado Airline Reservation/ Fare Payment Steps](#), which requires the employee to: obtain a *proposed* airfare cost through the Short's Travel Management website; include *proposed* airfare cost on his/her Professional Leave and Travel Request and submit the request for approval; and once request is approved, log back into the Short's Travel Management website to *finalize* the airfare reservation.
- (4) *Conference/registration fees* may be prepaid by the College if the employee requests prepayment and attaches the Conference Registration Form (necessary to mail in with the check) to the approved Professional leave and Travel Request Form. P-Card holders may use their state-issued purchasing cards to pay for conference/registration fees if: (1) the employee's Professional Leave and Travel Request Form is approved; and (2) the box on the form for using the P-Card as the method of payment is checked.
- (5) *Lodging* cannot be prepaid by the College; it is the employee's responsibility to book hotel reservations in accordance with the allowable expenses outlined in the [State of Louisiana Travel Guide](#). Follow the [State Travel Hotel Tips](#) for making reservations and checking into hotels. Ask for the State Government Rate, bring a [tax exempt form](#) to avoid paying sales tax, and present the form to the hotel upon arrival.
- (6) Anticipated *Special Travel Circumstances* must be pre-approved by the Chancellor or his/her designee on the [Authorization for Reimbursement of Special Travel Circumstances \(Form 1380/004\)](#). The following special circumstance reimbursements must be pre-approved:
  - 50% overage on non-conference hotel rates
  - Rental car - For vehicle rentals outside of Louisiana, the State does provide contracts as listed in the [State of Louisiana Travel Guide](#). When a traveler is approved to rent a vehicle for out-of-state use, they may select a vendor listed in the Guide or provide justification as to why the contracted rental company utilized is in the best interest of the state.

- Drive instead of fly (Must also submit a quote obtained from State travel agency for lowest logical airfare requested at least two weeks prior to travel.)

***To be reimbursed for conference travel:***

- (1) Only travel-related expenses as defined by the [Louisiana Travel Guide](#) are reimbursed.
- (2) *Within two weeks after trip completion*, to request reimbursement submit a [Travel Expense Account Form \(Form 1380/002\)](#), with attached ***original receipts*** and [Conference Travel Expense Form B \(Form 1380/002B\)](#), detailing each expense and indicating the city visited and corresponding Tier Allowance I, II, III, or IV for that city (see [Louisiana Travel Guide](#)).
- (3) If *airfare* was paid by employee, attach airfare receipt.
- (4) For *lodging*, attach ***original*** lodging receipt showing room rate per night and applicable taxes.
- (5) For *meals*, on [Conference Travel Expense Form B](#), provide times and dates of arrival and departure and tier allowances for each meal (See [State of Louisiana Travel Guide](#).)
- (6) For *mileage*, indicate on [Conference Travel Expense Form B](#) the starting/ending points and total miles travelled. (Note: In accordance with [Louisiana Office of State Travel Regulations](#), travel under a 30 mile radius of an employee's regular work domicile (regular campus/site) is NOT reimbursable.)
- (7) Receipts for *other standard expenses*, such as rental fuel, taxi/shuttle, parking, tolls, additional baggage charges and tips, etc., must be attached; describe these expenses in detail on the [Conference Travel Expense Form B](#). The following reimbursement requirements apply:
  - Pre-paid fuel receipts are not reimbursable.
  - Only original, detailed fuel receipts indicating number of gallons are reimbursable.
  - Only regular unleaded gasoline (or diesel if applicable) is reimbursable.
  - A driver tip for taxis/shuttles may be given, not to exceed 15% of total charge and must be included on receipt received from driver/company.
  - Any other reimbursement requirement as outlined in [Louisiana Office of State Travel Regulations](#).
- (8) Any *special travel-related expenses*, such as vehicle rental, Internet, telephone usage, and alternative transportation modes other than air travel require the approval of the Chancellor or his/her designee. (Note: Internet and phone usage should not be reimbursable if service is provided by College or conference site except in unusual circumstances.) An approved [Authorization for Reimbursement of Special Travel Circumstances \(Form 1380/004\)](#) must be attached to reimburse for special travel-related expenses.

- (9) All approved forms and attached receipts must be sent to the Accounts Payable Office within two weeks of completed travel; reimbursement requests are logged in and processed within 30 days in the order they are received. If desired, call (504) 762-3080 to ensure receipt.
- (10) Checks are mailed to the home address on record unless otherwise specified on the [Travel Expense Account Form](#).

### **TRAVEL TIPS**

- Preplan trips with enough time for Professional Leave and Travel Request Form to be approved and received in Accounts Payable Office at least two weeks in advance of travel.
- Include all necessary *original* receipts and backup documentation with the travel forms.
- Incomplete forms will be returned to the traveler via campus mail, which will result in delayed reimbursement.
- Forms can be found on the Delgado website in [Travel Forms](#).
- Employees using their own vehicles must complete an online [Defensive Driver's Training Course](#) prior to being reimbursed for mileage expense.
- Corporate travel card applications are available through the Office of Human Resources. These cards are the responsibility of the person requesting it and are for state approved travel expenses. Call (504) 762-3015 for more information.
- Richard Parisi ([rparis@dcc.edu](mailto:rparis@dcc.edu)) in the Accounts Payable Office is available to assist.

*Updated by Controller's Office effective 8/31/11*