



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 54 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 54 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.
- (4) At the discretion of the Chancellor or his/her designee, mileage to and from airport(s) may be allowed while on official state business. Mileage reimbursements may only be considered during non-working hours or weekends.

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 reserve the rental through the College's CBA (Controlled Billed Account through which the College pays for the 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 or fax 504-361-6728.
- (3) Be advised that:
 - Any non-state employee must sign a [State of Louisiana Non-State Employees Use of State Vehicles Acknowledgement](#) 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.
 - You *must* be aware of and in compliance with all of Enterprise's policies, including but not limited to the agency's policy prohibiting the transfer of the vehicle to another driver whose name is not listed with the reservation. Any potential drivers on the reservation *must* be communicated at the time of pick up.
 - 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.
 - Employees must reimburse the College for any additional charges incurred while renting the vehicle, such as higher fuel rates than allowed, satellite radio, roadside assistance, etc.

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.

Note: Preferred or premium seats are not permitted. To avoid these charges or to avoid being bumped, a traveler must check in as early as possible. A traveler should check in online 24 hours prior to a flight or check-in at the airport several hours prior to departure to obtain a seat assignment. Please be aware that it is a strict airline policy that a traveler must check in at a minimum, prior to 30 minutes of departure. The airlines are very strict about this policy. Airline rules typically state that if you don't arrive at least 30 minutes before the schedule departure, you may forfeit your reservation. The earlier you arrive at the gate increases the chances of retaining your original reservation and assurance of a seat on the flight purchased.

- (4) All *conference/event registration fees* must be prepaid by the College through the College's CBA (Controlled Billed Account). Travelers are to register themselves for the conference/event that they will be attending. Pre-payment of conference/event registration fees through any other means than the College's CBA is not allowed. Reimbursement for conference/event registration fees not paid for by the College's CBA is not allowed.
- (5) *Lodging* must be prepaid by the College's CBA (Controlled Billed Account). Lodging paid for through any other means than the College's CBA is not allowed. Reimbursement for lodging not paid for through the College's CBA is not allowed.

It is the employee's responsibility to book hotel reservations in accordance with the allowable room rates outlined in the [State of Louisiana Travel Guide](#) or through the particular conference/event. Use of the state's contracted [HotelPlanner.com portal](#) is optional; interested travelers follow the [Hotel Planner.com Lodging Reservation Steps](#). For in-state travel, travelers should 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. Travelers will be responsible for reimbursing the College for any In-State taxes when tax exemption form is not presented at time of check-in at the hotel.

Employees may retain hotel reward points and frequent flyer miles earned on official state travel, unless the College deems them property of the state. However, if an employee makes travel arrangements that favor a preferred airline/supplier to receive these reward points and this circumvents purchasing the most economical means of travel, they are in violation of state travel regulations. Costs for travel arrangements subject to this violation are non-reimbursable.

(6) Anticipated *Special Travel Circumstances* must be pre-approved by the Chancellor on the [Authorization for Special Travel Circumstances \(Form 1380/004\)](#). The following special circumstance reimbursements must be pre-approved:

- 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 *must* select a contracted vendor listed in the Guide. Such vehicle rental charges must be paid for through the College's CBA.
- Drive instead of fly (Must also submit an airfare quote obtained from State travel agency for lowest logical airfare requested at least two weeks prior to travel.)

To be reimbursed for conference travel:

Note: Expenses and reimbursements for both employees *and students* for any conference *hosted by the Louisiana Community and Technical College System (LCTCS) or Delgado Community College* must be made in accordance with the College's travel policy and procedures.

- (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) For *meals*, on [Conference Travel Expense Form B](#), provide times and dates of arrival and departure and tier allowances for each meal (See [Louisiana State Travel Pocket Guide](#) and [State of Louisiana Travel Guide](#).)
- (4) 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.)
- (5) 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. If the traveler uses anything other than regular unleaded gasoline unless the vehicle requires diesel, or any other manufactory mandated grade, without justification and prior approval, the traveler will not be reimbursed for the difference between what was paid and the state average gasoline rate.
 - A driver tip for taxis/shuttles may be given, not to exceed 20% of total charge and must be included on receipt received from driver/company.
 - If utilizing Uber or Lyft type services, only a standard size vehicle is reimbursable with an itemized receipt. Premium or larger vehicle sizes are not reimbursable.
 - When travelers utilize a free shuttle service, a \$3 tip may be allowed. This is not an automatic tip reimbursement, as travelers must show proof that the service was utilized.
 - Receipts from the Baton Rouge Airport and Park-N-Fly are required.
 - Any other reimbursement requirement as outlined in [Louisiana Office of State Travel Regulations](#).
- (6) Any *special travel-related expenses*, such as vehicle rental for out-of-state travel and alternative transportation modes other than air travel require the approval of the Chancellor. An approved [Authorization for Reimbursement of Special Travel Circumstances \(Form 1380/004\)](#) must be attached to reimburse for special travel-related expenses.
- (7) 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.
- (8) 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.
- Richard Parisi (rparis@dcc.edu) in the Accounts Payable Office is available to assist.

Office of State Travel Regulations Update Effective 7/1/18