



TRAVEL

OVERVIEW:

State Travel Policy

Delgado's Policy and Forms

Chrome River

The Christopherson Business Travel



STATE TRAVEL OFFICE POLICY:



- Reimbursement is at a rate set by the Louisiana Office of State Travel.
- May use Uber/Lyft when traveling from airport to hotel, hotel to conference, etc...
- Travel to airport will only be reimbursed if the travel occurs OUTSIDE normal working hours.
- IF personal vehicle is to be used on any occasion, you will only be reimbursed up to 99 miles roundtrip.

NEW CONTRACTED TRAVEL AGENCY:

- **The Christopherson Business Travel** is now the state's new contracted travel agency.
- (We will no longer be using Shorts Travel)

STATE TRAVEL OFFICE POLICY CONTINUED.....

- If a non LCTCS entity offers you/or is paying for your travel, conference registration, hotel, etc., or reimbursing the college for your travel, the **EMPLOYEE** is required to complete the “*Complimentary Admission, Lodging and /or Transportation Disclosure Statement*”, and submit it to the Louisiana Board of Ethics.
- <http://ethics.la.gov/pub/CampFinan/Forms/Form413f.pdf>

TRAVEL

DELGADO'S POLICY AND FORMS:

- The Vehicle Rental Request form now includes a statement that the employee understands what the college cannot pay for and what the EMPLOYEE is responsible for reimbursing the college for; if these expenses are incurred.

<http://docushare3.dcc.edu/docushare/dsweb/Get/Document-3792>



CHROMERIVER



LOGGING IN TO CHROME RIVER:

If you are new to Chrome River, please submit the following information to Lolita Cousin at lcousi@dcc.edu

-LOLA Username

-LOLA Number

-Title

-Supervisor (Who you report to)

-Email Address

-Campus Code



AUTOMATED TRAVEL SYSTEM:

- **Chrome River:**

- You can only access Chrome River by logging into Lola and selecting ChromeRiver Expense under “Other System Links” on the right hand side of the page. Once you have entered your Pre-Approval document, an email will be sent to your supervisor, then Budget and Finance, for approval.
- Provides the same expense reporting experience on any device you are working on so you can easily enter business expenses and where they happen.
- Includes specific expense types for personal vehicle reimbursement, per diem, and meal
- Training available via WebEx sessions in LOLA. Go under Training Tab at the top, then scroll down to Chrome River. Choose which training is needed.

The logo for Chrome River, featuring the word "CHROMERIVER" in a bold, blue, sans-serif font. The "C" and "R" are slightly larger and more prominent than the other letters.

TRAVEL PRE-APPROVAL TASKS

- Backup must include conference agenda/description, hotel/travel information, lodging reservation confirmation (reservation made with staff member's own credit card), rental vehicle request form, air fare estimate (add a generous cushion to air fare estimate), fuel amount, and hotel tax (if out of state).
- All backup information must be uploaded into Chrome River.
- Pre-Pay Airfare must go through Christopherson Business Travel-select flight itinerary. Airfare will be reserved through the travel credit card (See Richard Parisi).

REMINDERS:

- Vehicle Rentals:
 - Several instances of charges that the college is not allowed to reimburse were found.

The college is not allowed to pay for:

- Insurance (State has insurance plan in place with Enterprise)
- State Tax
- Roadside Assistance
- Satellite Radio
- Fuel Service Option (Employee is responsible for returning the vehicle with same amount of fuel as when the vehicle was picked up)
- College CAN reimburse for fuel, as long as copy of receipt is provided.
College WILL NOT reimburse if Fuel Service Option is used.

REMEMBER, ABSOLUTELY NO UPGRADES ARE ALLOWED!!!

REMINDERS:



- **State Sales Tax:**
- The college is not allowed to pay any state sales tax.
- Always bring the State Tax Exemption form with you to submit to hotel upon check in.
 - Paying for hotels, registration for conferences, rental cars with personal credit cards is prohibited.
 - Paying state sales tax on hotels and rentals is prohibited. The tax exemption form should be submitted upon check in. Employee will have to reimburse college if tax is charged.
<http://ethics.la.gov/pub/CampFinan/Forms/Form413f.pdf>
- **Fuel Service option, satellite radio, roadside assistance, insurance on rental cars is not allowed. The employee will be responsible for reimbursing these charges.**
- **Reimbursement requests must be submitted within 2 (two) weeks of travel; except at the end of the year where shorter deadlines are imposed.**

<https://www.doa.la.gov/osp/travel/forms/hoteltaxexemption.pdf>

- If the hotel charges sales tax, the college is **required** to obtain reimbursement from the employee!
- This only applies within the state of Louisiana.

QUESTIONS???



- Please contact Lolita Cousin, Richard Parisi, or Karen Thomas with any travel questions.