



IN-STATE/OUT-OF-STATE TRAVELCHECK LIST
CARL PERKINS/ADULT EDUCATION FUNDED TRAVEL

You must follow all regulations included in the [Louisiana Travel Guide!!](#)

To Authorize Conference Travel:

1. Submit a [Professional Leave and Travel Request](#). Complete the form by indicating estimated costs for all travel-related expenses such as airfare, lodging, meals, conference fees, mileage, rental car, shuttle/taxi service, etc. A conference schedule/agenda, documentation regarding which hotel(s) have been designated as conference lodging sites, lodging reservation confirmation, registration documents, and [Vehicle Rental Request Form](#) (if applicable) must be attached. This form must be approved PRIOR to travel, signed by the appropriate supervisor, and received in the Carl Perkins Compliance Office no later than three weeks prior to the planned travel.
2. Airfare reservations must be made online through Short's Travel Management (<http://www.shortstravel.com/la>). Each step as outlined in [Airline Reservation/Fare Payment Steps](#) must be completed. Obtain a *proposed* airfare cost through the Short's Travel Management website and include it on the [Professional Leave and Travel Request](#). Once notified by Accounts Payable that all appropriate travel documents have been received, the traveler should log back into the Short's Travel Management website and *finalize* the airfare reservation. Baggage fees will be paid for by the traveler. Receipts are required for later reimbursement.
3. Lodging must be paid for by the College. The College is no longer allowed to reimburse travelers for lodging paid out of pocket. The traveler should reserve, with a personal credit card, lodging at one of the designated conference hotels as soon as they are aware they will be traveling. Once the Accounts Payable Office receives the approved [Professional Leave and Travel Request](#) and other required documents, including the lodging confirmation, they will contact the hotel and arrange to pay for room and tax costs with the College's credit card account. Any additional charges such as parking and other incidentals must be paid for by the traveler to be reimbursed later. If payment of the conference registration fee is required before lodging reservations can be made, the traveler should contact Richard Parisi at 504-762-3017 or rparis@dcc.edu in Accounts Payable as soon as possible.
4. All meals, other than those included in the conference registration fee, are the responsibility of the traveler. Upon return, the traveler may be reimbursed for meals, up to the maximum amount allowed for the city to which they traveled, according to the guidelines outlined in the [Louisiana Travel Guide](#).
5. Conference/registration fees must be prepaid by the College (no reimbursements for self-paid fees are permitted). All costs associated with registration must be indicated on the [Professional Leave and Travel Request](#) and a copy of the conference schedule/agenda and completed registration documents attached. If no conference registration fee is required or will be paid for by a third party, the traveler should indicate a zero or "n/a" for the cost item on the [Professional Leave and Travel Request](#). If registration is only available as an online option with a required login, contact Richard Parisi at 504-762-3017 or rparis@dcc.edu for next steps.
6. Mileage costs when using a personal vehicle for in and/or out of state travel may not exceed 99 miles per round trip/day at \$0.51 per mile. If travel is to exceed 99 miles, a traveler may rent a car from the State Motor Pool Rental Contract by completing the [Vehicle Rental Request Form](#). Include this completed form with the [Professional Leave and Travel Request](#). Gas purchase receipts are required for later reimbursement.

7. Anticipated unusual travel expenses must be pre-approved by the Chancellor or her designee on the [Authorization for Reimbursement of Special Travel Circumstances](#). Include this signed form with the [Professional Leave and Travel Request](#). The following special circumstance reimbursements must be pre-approved: Internet access, out of state rental car, drive instead of fly (must also submit a quote, requested at least two weeks prior to travel, from the state travel agency for lowest logical airfare).

To be Reimbursed for Conference Travel:

1. Within **TWO WEEKS** after trip completion, submit the [Travel Expense Account Form](#) and [Conference Travel Expense Form B](#), detailing each expense and indicating the city visited and corresponding Tier Allowance I, II, III, or IV for that city (see [Louisiana Travel Guide](#)).
2. For meals, attach conference agenda showing any meals provided with the registration fee. On the [Conference Travel Expense Form B](#), provide times and dates of arrival and departure and Tier Allowance for each meal (see [Louisiana Travel Guide](#)).
3. For mileage, indicate on the [Conference Travel Expense Form B](#) the starting/ending points, total miles traveled and fuel expenses (if a rental car from the State Motor Pool Rental Contract was used). Mileage costs when using a personal vehicle may not exceed 99 miles per round trip/day at \$0.51 per mile. Receipts for all fuel expenses while utilizing a rental car from the State Motor Pool Rental Contract must be attached for reimbursement. (Note: In accordance with Policy and Procedure Memorandum 49, travel under a 30 mile radius of an employee's regular work domicile [regular campus/site] is NOT reimbursable.)
4. Receipts for other standard expenses such as taxi/shuttle, parking, checked baggage fees, etc., must be attached; describe these expenses in detail on the [Conference Travel Expense Form B](#).
5. Any special travel-related expenses, such as Internet access, out of state vehicle rental, and/or drive instead of fly require the approval of the Chancellor or her designee. A copy of the pre-approved [Authorization for Reimbursement of Special Travel Circumstances](#) must be attached to the [Travel Expense Account Form](#). (Note: Internet and/or phone usage is not reimbursable if service is provided by the College or conference site-except in unusual circumstances).
6. All approved forms and attached receipts must be received in the Carl Perkins Compliance Office within two weeks of completed travel; reimbursement requests are processed within 30 business days in the order in which they are received.

TRAVEL TIPS

- Preplan trips with enough time for the [Professional Leave and Travel Request](#) to be approved and received in the Carl Perkins Compliance Office at least three weeks before the trip.
- Include all necessary receipts and backup documentation with the travel forms. Please keep a copy of all submitted paperwork for your records.
- Incomplete forms will be returned to the traveler via campus mail, which will result in delayed reimbursement.
- Forms can be accessed by clicking on the file name (shown in italics) or found on the Delgado website in the [Travel Forms & Procedures](#) folder.
- Richard Parisi in the Accounts Payable Office is available to assist with any travel-related questions. He can be reached at (504) 762-3017 or rparis@dcc.edu.