

Travel Information

****Note:** Not all travel situations are the same, be sure to read this document completely and reference PPM49, The State of Louisiana Travel Policy for all situations not listed or that you require further clarification. This document is only meant to be a guide to assist you with your travel arrangements. You may not require all the steps in the checklist for your travel needs.

*******PPM49 [Louisiana State Travel Guide](#)

Travel Checklist

Pre-Travel

- Submit a travel authorization form for approval. (See Section 1.A.) ****Please note: You will need to fill out a travel authorization for all travel exceeding 99 miles round trip.**
 - Do NOT proceed until your form has been approved, signed and forwarded to the *Travel Coordinator***
- Complete your Registration if applicable (not all travel will require a registration)
- Book a Hotel (See Section 1.B.)
- Fill out a Tax Exemption form and have it approved/signed (See Section 1.B.)
- Verify a state vehicle is not available, if not book a Rental Vehicle (See Section 1.C.)
 - Forward rental car confirmation to the ***Travel Coordinator***
- Print all documents you may need to take with you
- Find meal reimbursement allowances on GSA website (<https://www.gsa.gov/travel/plan-book/per-diem-rates>) (This should be done when filling out your travel authorization.)
 - Breakfast: \$_____
 - Lunch: \$_____
 - Dinner: \$_____
 - First/Last Day \$_____

Things to Take with You:

- Tax Exemption Form
- Gas Card if using a rental or state vehicle
- Copy of Hotel/Car Rental Reservation
- Flight Confirmation/Tickets

During Travel:

- Keep all your receipts (meal receipts are not required)
- Record Mileage: if you were pre-approved to take your own vehicle by the Chancellor you will need to supply the beginning and ending mileage for your vehicle and include a google map print out showing beginning address and travel destination with your travel reimbursement.

DATE	HOUR		TERRITORY TRAVELED	READING		TRAV.
	DEP.	ARR.		DEPART	ARRIVE	
			SHOW ALL POINTS VISITED			

- Keep track of your meals; (the below chart can assist with keeping track)
 - **Note: You will not be reimbursed for meals provided by the hotel or conference.**
 - **Write P in the table if that meal was provided.**

Date	Breakfast (\$_____)	Lunch (\$_____)	Dinner (\$_____)	1 st /Last Day (\$_____)	Total

- Record any other expenses incurred (See Section 1507 in PPM49 for more information; the below chart can assist with keeping track):
 - Examples: Tips, tolls, parking, etc.

Date	Description	Amount

Upon Return

- Fill out travel reimbursement/expense form (See Section 2); **if you have any expenses at all there needs to be a form completed, for example even if you used state vehicle and had gas expense you will need to complete the travel reimbursement/expense form.**
 - **Both the Summary and Detail tabs MUST be completed**
- Submit the completed travel reimbursement/expense form and your receipts to your supervisor.
- Once your supervisor signs your travel reimbursement/expense form, all information should be forwarded to the **Travel Coordinator** for processing.

Section 1

This document only covers a small portion of travel information; in-depth travel information can be found on the state travel site: <https://www.doa.la.gov/doa/ost/>

1.A. All travel must be pre-approved. ****Please note: You will need to fill out a travel authorization for all travel exceeding 99 miles round trip.** A travel authorization form needs to be filled out, listing all of your estimated expenses, it is always better to over-estimate. Allowable lodging and meal expenses must be looked up by City and State on the GSA website (<https://www.gsa.gov/travel/plan-book/per-diem-rates>). After you click the link, enter the state and city and click 'Find Rates':

Search by City, State or ZIP

For Fiscal Year:

Baton Rouge

OR

Find Rates

Daily Lodging Rate Example:

Primary Destination	County	2022 Oct
Baton Rouge	East Baton Rouge Parish	\$106

Meals & Incidentals Rate Examples (Includes First and Last day of travel rate). On the first and last day of travel you use the rate listed minus any meals that were free or provided on those days. As an example: 1st day of travel you had lunch provided, you would claim \$51.75-\$17=\$34.75. On the remaining days of travel you will use the rate for meals (below \$64) and subtract all provided meals to get your daily amount eligible for reimbursement:

M&IE Total - the full daily amount received for a single calendar day of travel when that day is neither the first nor last day of travel.

Breakfast, lunch, dinner, incidentals - Separate amounts for meals and incidentals. M&IE Total = Breakfast + Lunch + Dinner + Incidentals. Sometimes meal amounts must be deducted from trip voucher. [See More Information](#)

First & last day of travel - amount received on the first and last day of travel and equals 75% of total M&IE.

Filter Results...

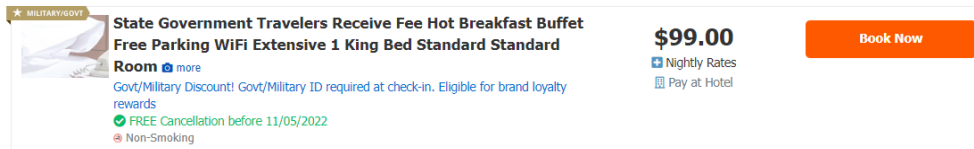
Primary Destination	County	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel
Baton Rouge	East Baton Rouge Parish	\$69	\$16	\$17	\$31	\$5	\$51.75

Complete your travel authorization and submit to your supervisor for signature. Once your travel authorization has been signed and approved, please email authorization and agenda/your email invitation or document detailing information about your trip, etc to the **Travel Coordinator** & proceed with making your travel arrangements. NLCC travel authorization form can be found on our website, please use the latest version: [NLCC Travel information](#)

1.B. **Hotel** – To reserve your room visit the Hotel Planner website:

<https://louisiana.hotelplanner.com/>

- Input City/State &/or hotel name; check in and check out dates and click 'Search'
- Choose the hotel that you are interested in and click 'Continue' (this will take a few moments as the site loads the rates). You are looking for rooms that have **Free Cancellation & 'Pay at Hotel'** options. Please make sure your choice also meets the state allowable lodging rate before you click the 'Book Now' button. For example:



- Click the down arrow to select Division, scroll down to 'Tech & COMM College/LTC-Northwest Lo...'
- Click 'Notify My agency administrator...'

Division

TECH & COMM COLLEGE/LTC - NORTHWEST LO... ▾

How did you want to pay for the reservation?

- I will use a credit card
 - Notify my agency administrator to approve and provide payment arrangements**
[Desirea Wilson, Tabitha Scott , Kelly Guillory]
- Fill in 'Guest Details' with your name, etc
 - Check box below regarding 'This rate may or may not...'

Hotel's Cancellation Policy

CXL: PENALTY AMOUNT 115.78 Cancel by 2022-07-24T18:00:00 Cancel AFTER 6PM 24JUL FORFEIT FIRST NITE STAY 463.12 per night STARTING 25JUL FOR 4 NIGHTS TOTAL RATE STARTING 25JUL FOR 4 NIGHTS SUB TOTAL FOR STAY approximate TOTAL INCL ALL KNOWN taxes/fees GUARANTEE REQUIRED GUARANTEE METHOD: ACCEPTED CREDIT CARDS PRE-APRVD ARC-IATA NBR. Credit cards accepted: AX VI CA DC CB JC DS [Read more](#)

This rate may or may not be within PPM49 allowance and/or may be a non-refundable rate. I have read and understand the cancellation policy above. Upon check-in, I will present a tax exemption form to hotels located in Louisiana, if choosing a "PAY AT HOTEL" rate or I will reimburse my agency, for any state taxes charged. (Required)

- Click 'Request Confirmation From My Administrator'; this should complete your request, if not you can also click 'Complete Booking' on right-hand side of page.
- Your hotel request will be sent for approval, and you will get an email confirmation when completed.

- Remember to fill out and take a **hotel [tax exemption form](#)** with you when you travel, please provide to hotel at check in. We are exempt from Louisiana state tax. Upon checkout, **you need to obtain a receipt from the hotel**, please review the receipt prior to leaving, if you are charged tax, please have the hotel correct, it will be easier for you to get it corrected on site than you having to call them later. Obtaining a proper receipt is the responsibility of the traveler. Tax will not be reimbursed and will be taken out of the traveler's reimbursement. NLTCC is exempt from paying state and local sales/use taxes. For hotel room rental charges (hotel/lodging cost), this exemption certificate is also valid for an exemption from the payment of Louisiana Stadium and Exposition District and New Orleans Exhibition Hall Authority occupancy taxes. This exemption certificate does not exempt the employee from payment of local hotel occupancy taxes in other jurisdictions.
- More information about the hotel reservation process can be found at: <https://www.doa.la.gov/oa/ost/hotels/>

1.C. Rental car –Only the cost of a compact or standard/intermediate model is reimbursable, rate should not exceed **\$38.30** (As of 9/15/23), **please forward** your rental car confirmation to **the Travel Coordinator**; **if you book the wrong vehicle or have any additional charges on your rental receipt, the difference in rate will be the responsibility of the traveler.**

- Exceptions:
 - 1. Non-availability is documented; or
 - 2. The vehicle will be used to transport more than two persons. Note: When a larger vehicle is necessary due to the number of persons being transported, the vehicle shall be upgraded only to the next smallest size and lowest price necessary to accommodate the number of persons traveling. You will need to send an **email or letter to the Chancellor requesting approval for the larger vehicle. Please include the reason why a larger vehicle is required and list of travelers that are included in the vehicle. Please make sure you forward the email response with his approval. (Next size up is Full Size at \$41.34 per day.)**
- ****Remember** to check out a gas card from your campus contact if you are using a rental car; verify you have a gas PIN to fill up with **& return all receipts** when you return the card. ****If you are traveling out of state the gas card needs programmed.**
- More information about the vehicle reservation process can be found at: <https://www.doa.la.gov/oa/ost/transportation/ground-transportation/>
- **Enterprise Website instructions:**
 - Click on the link to go to the website: <https://www.enterprise.com/en/home.html>
 - Fill in the:
 - Pick-up location.
 - Rental Dates
 - Enter our corporate account number **** Please contact your Travel Coordinator for account information.**
 - Vehicle class: compact or standard/intermediate & click 'Check Availability'

Reserve a Vehicle or View / Modify / Cancel Reservation

1 Pick-up & Return Location* * Required Field
 Bossier City, LA, US X
 Return to a different location ⓘ

2 Pick-up* Return* Renter Age*
 05 Oct 2022 12:00 PM → 06 Oct 2022 12:00 PM 25+
 Corporate Account Number or Promotion Code ⓘ Vehicle Class ⓘ
 L51CM99 Standard Car >

- Select your pickup location
- Select your vehicle (based on allowable rental class) & click 'Continue to Review'
- Type in your Contact details, phone number, email, etc:
- Confirm your trip purpose (Click Yes) & under Billing Click Yes and enter billing number ****Please contact your Travel Coordinator for account information.** Fill out your 'Save time at the counter' preference & click 'Reserve Now'

Confirm Trip Purpose

Your account is associated with SOL - NW LA TECH MINDEN-NASPO. Are you traveling on behalf of SOL - NW LA TECH MINDEN-NASPO for this rental?

Yes
 No

Billing

I am authorized for billing privileges and am choosing to bill SOL - NW LA TECH MINDEN-NASPO for this rental.

Yes
 No

Please provide a billing number.

Enter Billing Number

 No

1.D. Air Fare: All state travelers are required to purchase commercial airline tickets through the state contracted travel agency, Christopherson Travel Agency; this is handled through their AirPortal system. To schedule a flight, you will need to create a profile and book your flight online. (Receipts required.)

- CREATE A TRAVEL PROFILE: <https://legacy.cbtravel.com/business/profile/stateofla/> (After you complete this step, Christopherson will email you within 24 hours with your login information.)

Personal Information

Please enter your name as listed on your driver's license or passport. You require both State of Birth and Gender as of March 1, 2009

*First Name:
 *Middle Name:
 *Last Name:
 Suffix:
 *Date of Birth: (mm/dd/yyyy)
 *Gender: M F
 *Company E-mail: @.edu

Home Address

* Company Name: (State of Louisiana)

Address Line 1:
 Address Line 2:
 City:
 State:
 Zip:

Work Address

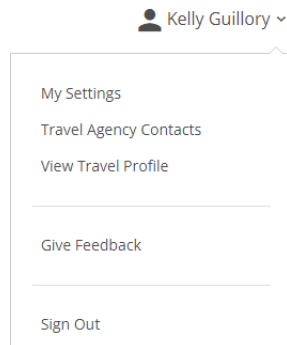
* Company Name: (State of Louisiana)

Address Line 1:
 Address Line 2:
 City:
 State:
 Zip:

Phone Numbers Country Code is optional

Home Phone: Country Code Area Code Phone Number Extension
 * Work Phone: Country Code Area Code Phone Number Extension
(Priority Code Area Code Phone Number Extension)

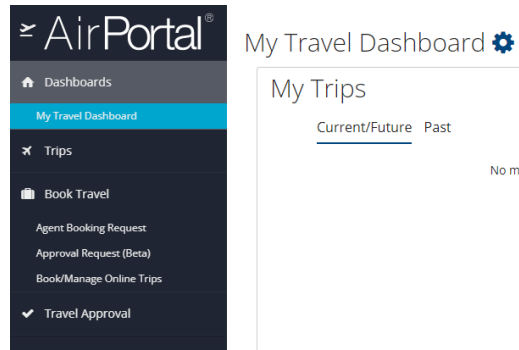
- Work address will default to 'State of Louisiana'.
 - ****Do not enter a credit card on this site.**
 - Car preferences and Hotel preferences are not needed, we do not use this site for those reservations.
 - Under Customer Profile Information at the bottom of the page please make sure to update your Department to: **Tech/Comm College/LTC – Northwest Louisiana**
 - Once you receive your login credentials, you will proceed to the AirPortal site: <https://app.cbttat.com/> & login. ****Please click on the video link if you require assistance setting up your profile: [Completing Profile.mp4 - Google Drive](#)**
- Go to the upper righthand to your name, hit down arrow and choose 'View Travel Profile':



- ****Under Company Information if your Agency name is not populated, you **must** update the **Agency Name** – if you have no agency name or the incorrect agency name, any travel arrangements you make will not be sent for final booking approval and will just time out:**

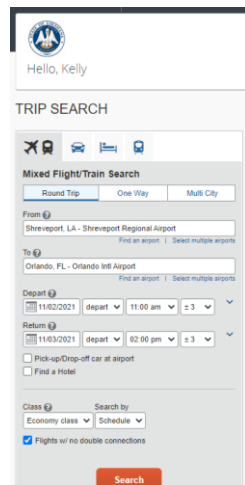
- After your profile is updated, you can proceed with booking your air travel.
- **Traveler** is responsible for purchasing the lowest, most logical airfare. The State always supports purchasing the “best value” ticket. Therefore, once all rates are received, the traveler must compare cost and options to determine which fare would be the “best value ticket” for their trip. The traveler will choose the most economical route, as long as it makes sense with the travel times required and does not cause undue inconvenience. These types of airfares are typically non-refundable. Upgrades above economy at the expense of the State are not permitted.

- Go to the travel dashboard (on the left-hand side) click 'Book Travel' then click 'Book/Manage Online Trips':



- After this step, the site runs like a typical airline booking site. Reminder: you can **ONLY** use this site for air travel, all other travel (hotel, car, etc) is booked on other sites.
- You will proceed to booking your Depart and Return trip. Input From, To, dates, etc and choose **Search**. **Please click on the video link if you require assistance booking travel:

[Air reservation.mp4 - Google Drive](#)



- ****Notes:**
 - ****Do not fill in a credit card in the profile area, this could charge your personal card. If you properly set up your Agency under the Company area it will email the travel approval and charge the NLTCC CBA Credit card.**
 - AirPortal is the landing page to keep track of all outstanding travel, Concur is the actual booking site you access once you are inside AirPortal and click 'Book Travel' 'Book/Manage Travel Online Trips' (Christopherson is just the name of the agency the State of Louisiana contracted for these services.)

- **Luggage Allowances (Receipts Required)**
 - A Department Head or his designee may approve reimbursement to a traveler for airline charges for first checked bag for a business trip of 5 days or less and for a second checked bag for a 6 - 10 day business trip and/or any additional baggage which is business related and required by the department. The traveler must present a receipt to substantiate these charges.
 - Travelers will **only** be reimbursed for excess baggage charges (overweight baggage) in the following circumstances:
 - When traveling with heavy or bulky materials or equipment necessary for business.
 - The excess baggage consists of organization records or property.

Section 2

Travel Reimbursement Process:

- Every traveler that has any expenses associated with their trip needs to complete the travel expense form. For example: A person traveling for a turnaround trip/no overnight stay - using the state vehicle and a gas card, if there is any gas expense you must complete the travel expense form.
- All receipts for rental car, hotel, gas, flights, parking, luggage fee (if allowed) will need to be turned in upon return with your Travel Expense Form.
- The reimbursement form is 2 pages, the **summary** and the **detail** tab. **Both** pages need to be filled out and returned **after** signed by the proper approver. NLTCC travel reimbursement/expense form can be found on our website, please use the latest version: [NLTCC Travel information](#)

Section 3: Resources & Notes

Notes:

- If a student is traveling with you a [Hold harmless](#) signed by the student is required along with a letter from Chancellor Meador approving the student's travel.
- If there is an over-night stay, a travel authorization is also required for the student. The instructor/NLTCC representative will need to make the reservation for the student in hotel planner.

Please refer to PPM49 for all travel questions and clarification:

[Louisiana State Travel Guide](#)