Submitting or Revising a Travel Disclosure

The LSU policy on financial disclosures and conflicts of interest, Policy Statement 98, defines Significant Financial Interest to include university related travel that is funded by external sources. The disclosure of any externally-funded travel is required within 30 days of travel.

This disclosure requirement does not apply to travel that is reimbursed or sponsored by U.S. Federal, state or local governmental agencies, U.S. institutions of higher education, research institutes affiliated with institutions of higher education, academic teaching hospitals, and medical centers.

Use the following process to submit or revise a disclosure of externally-funded travel.

Login to GeauxGrants

GeauxGrants is accessed online through myLSU as well as the GeauxGrants help desk. Login to the system using your myLSU ID and password. Once in the system, select “Conflict of Interest” from the left side menu to enter the COI module.

Create a New Disclosure

Select the Create/Update Disclosure button, which you use for all new conflict of interest disclosures. On the following screen, you can select the “New/Update” button under Travel Disclosure.
**Figure 2 - Create New Disclosure**

**Figure 3 - New/Update Travel Disclosure**
Travel Questionnaire

Review the travel disclosure introduction to see if you are required to disclose your externally funded trip. Remember that travel which is reimbursed or sponsored by U.S. Federal, state or local governmental agencies, U.S. institutions of higher education, research institutes affiliated with institutions of higher education, academic teaching hospitals, and medical centers is exempt from this disclosure.

Then, answer the travel screening question.

Add Entities

If you answer "No", you must disclose your trip(s) and the funding source for each trip. Type the name of the company in the Entity box, and all of the relevant information. If you need to add an additional trip, press ADD and complete each subsequent line accordingly.
Figure 5 - Add Entities for Travel Disclosure

Certification

Certify that the information in your disclosure is correct. At the top of the form, click **COMPLETE** and then **SUBMIT** to forward your disclosure for future review.

Figure 6 – Certification