The Campus Traveler

March, 2019

$\mathcal{W}$E haven't had a newsletter for a while so this issue will cover the most common mistakes made on spend authorizations/expense reports and requirements for a successful reimbursement.

The most frequent errors found on spend authorizations are in the Description and Justification fields. The Description field only needs to contain the departure and destination information. The Justification field only needs to contain trip purpose. Here's a correct example:

Spend Authorization Information	
Company	Louisiana State University and Agricultural and Mechanical College
Start Date	03/22/2019
End Date	03/25/2019
Description	Baton Rouge, LA to Denver, CO
Business Purpose	Travel - Conference
Spend Authorization Total	1,420.00
Currency	USD

Spend Authorization Details	
Reimbursement Payment Type	Direct Deposit
Justification	To be chair and discussant of the panel "Bears and Wives, Monkeys and Lovers: Animal Narratives in Late Imperial Chinese Literature" in the annual meeting of the Association for Asian Studies, the largest association of its kind. The panel consists of scholars from Northwest University, University of Chicago, and Yale University. I will also avail myself of the opportunity to meet with potential publishers of my ongoing projects.
Expense Report(s)	(empty)
Cash Advance Repayments	(empty)

Expense reports are generally missing necessary attachments. Expense reports will be delayed if these requirements aren't met:

Mileage – a mileage odometer log or MapQuest is required.

Foreign Travel paid in foreign currency – a copy of the conversion is required if LaCarte was not used

Taxi fares – a written receipt is required

Lodging – hotel folio with a zero balance is required

Fuel – an itemized receipt is required

Vehicle Rental – an itemized receipt/final invoice from the car company is required

Airfare (if paid with personal funds or CBA) – traveler's final itinerary is required

Conference travel (i.e. hotel, registration fees) – conference agenda is required

High Risk Travel - High risk travel approved documents are required.

External Funding approval letters – required if using ORED, Dean, or any other external funding

If the traveler departs from a city other than the traveler's domicile (Baton Rouge or New Orleans), the traveler must provide a document in attachments explaining why it was necessary to depart from the other city. In other words, you need to explain why you could not depart from your domicile.

If a traveler arrives back in Baton Rouge an extra day or two after the official closing day of a conference, the traveler will need to provide a document explaining why the extra travel days were necessary. You'll need to provide a business reason why you needed to stay extra days.

Planning to drive your car to a conference? You'll need to attach a Short's Travel flight itinerary dated *at least 14 days in advance of the departure* showing the cost of flying to the same destination and back. The traveler will receive reimbursement for the lesser of the two expenses – the airfare cost if the flight is cheaper or the mileage.

If the traveler participates in a conference a program page showing the presentation details must be provided. Ideally the traveler should submit the program cover page and the page containing details about the presentation.

Did you stay in an Airbnb instead of a hotel? Bed and Breakfast Inns are subject to the same receipt requirements as a regular hotel. The traveler must provide a detail receipt *from the actual facility* showing what was charged to the traveler each night and that the traveler has a zero balance due. *Third party website receipts (Expedia, Travelocity, etc.) cannot be used for lodging reimbursement.*

And finally…did you receive Accounting Services permission to use an alternate travel service to buy your airline ticket? You must attached the signed approval documents to the expense report.

Contact Jeannie if you have questions or consult PM-13. This newsletter will be posted on the department faculty/staff resources page if you need to reference the information.

Bon voyage!