2017 State Liability Travel Card Program
Email Training

- Prior to purchasing items on the State Travel Card, a travel authorization form must be approved. SharePoint will send a confirmation email to the traveler once the form is approved.

- After the travel authorization form is approved, a trip’s itinerary could change. If this occurs and the travel dates fall outside the authorization form’s approved days, the additional days must be approved by the Dean / Director via email or memo.

- The Office of State Travel requires the State Travel Card or CBA to be used for the following expenditures.
  - **Airfare**: Airfare must be booked through the State’s contract, Short’s Travel.
  - **Conference Registration Fees**: Memberships are not allowed on the State Travel Card, even when combined with the conference registration fee.
  - **Hotel / Lodging**: The daily rate must fall within the city’s tier rate. If lodging overage is selected on the authorization form, justification is required.
  - **Rental Vehicle**: The State’s vehicle rental contracts are Enterprise for in-state rentals, and Enterprise, National, and Hertz for out-of-state rentals. The State’s corporate code, NA1403, must be used to obtain the contracted allowed rates.

- Please note if a traveler has a State Travel Card, it is best if they use their card for the mandatory expenses listed above, not the CBA. The CBA requires the traveler and the Accounts Payable Office to coordinate the processing of payments. It is more efficient to use the Travel Card when applicable.

- All allowed Travel Card charges can be found at the following link: [State Liability Travel Card / CBA](#). Please remember ground transportation, food, and baggage fees are not allowed on the state card, unless the cardholder is chaperoning students for group travel, and approval is granted by Accounts Payable prior to the departure. Please contact Accounts Payable for group travel questions.

- Louisiana State Sales Tax is not allowed at Louisiana hotels and Enterprise Rental Car locations.
  - For in-state lodging, please submit a completed [Hotel Tax Exempt Form](#) at check-in.
  - For in-state Enterprise rentals, the location will remove tax automatically when the State’s corporate code is used – NA1403.
  - When departing from a hotel or returning a rental vehicle, please review the final invoice to ensure state tax is removed. If tax is charged, it is the cardholder’s responsibility to receive a credit by the next billing statement, or the tax amount is owed back to UNO.

- All purchases must follow [PPM-49](#), the State’s travel policy. If a purchase is not permitted in PPM-49 and charged to the Travel Card, the non-allowed charges are owed back to UNO. Please contact Accounts Payable if you have questions regarding purchases prior to processing. The [UNO Pocket Travel Guide](#) summarizes PPM-49, highlighting frequently asked questions.

- A statement from Bank of America will be mailed to the cardholder’s campus address. The statement must be signed by the cardholder and approver, and submitted to Accounts Payable.

- All travel card charges must be recorded on a [Travel Card Log](#). Below are helpful tips for the log:
It is best practice to complete a log for each trip, and submit with the trip’s travel voucher as soon as the traveler returns to campus. Feedback from travelers indicate this is a good method to avoid lost receipts.

The cardholder must acknowledge they purchased the items listed on the log, and the approver approves the charges on the log. This is accomplished by both the cardholder and approver signing the log.

Attached to the signed log are original itemized receipts to match the purchases recorded on the log, an approved travel authorization form, and any emails or supporting documentation.

The signed log and all supporting documentation is submitted to Accounts Payable to reconcile the monthly statement. Please submit by the 16th after the billing cycle ends. For example, the May 9 – June 8 statement’s backup is due no later than June 16th.

An itemized receipt, signed log, and approved travel authorization form for each charge is required to process the payment of the bill. Please submit the supporting documentation as soon as the traveler returns from their trip to ensure expenditures are posted timely.

- Please respond to all email inquiries and request by the deadlines requested. Many times, a response is required to send to the Office of State Travel for monthly state audit reports, or additional information is needed to process the statement’s payment.

- If a cardholder leaves UNO or the cardholder’s approver changes, please let Accounts Payable know as soon as possible.