



Domestic Travel

Helpful Hints

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Domestic travel being paid from either a University general fund account or an award from an outside sponsor must follow the state travel regulations (<http://www.doa.louisiana.gov/osp/travel/travelpolicy/2013-2014travelguide.pdf>). If the regulations are not followed, the traveler may not be reimbursed for all of their expenses regardless of the funding source. The regulations provide the maximum lodging amount, daily food allowance, requirements for airline and rental cars, and miscellaneous expenses (such as parking, mileage, taxi, etc.). The maximum lodging and food allowance does vary based on the location of the travel.

Key items to keep in mind about domestic travel:

A **Travel Authorization Form** (https://sharepoint.uno.edu/finance/accts_payable/default.aspx) must be completed prior to travel. Use best estimates for the travel costs. The travel authorization number is needed to make airline reservations. (Note: Make sure you select the correct Travel Authorization Form. Use the form pertaining to the fiscal year in which the return date of your travel occurs.)

Airline reservations must be done through the state travel agency. Use the link on the Travel page: <http://financialservices.uno.edu/travel/agencies.cfm>. If you call the travel agency, a

fee will be assessed; there is a smaller fee if you make the reservation through the state's travel website.

Airline tickets are either paid with the traveler's State Liability Travel Card or the Controlled Billed Account (CBA). Check the UNO Travel page for procedures (<http://financialservices.uno.edu/travel/bav-cba.cfm>). If you use the CBA, Business Affairs must approve the flight reservation so allow time for their approval.

If the travel is within the state, state sales tax must not be paid on hotels, parking, or rental cars. The Sales/Use Tax exemption certificate must be used. Contact the Travel office for more information. (<http://financialservices.uno.edu/travel/contacts.cfm>)

After returning from the trip, a **Travel Voucher Form** (https://sharepoint.uno.edu/finance/accts_payable/default.aspx) must be completed. Original receipts must be attached. The Travel website has a checklist for what to attach (<http://financialservices.uno.edu/travel/reimbursement/checklist.cfm>) and common mistakes (<http://financialservices.uno.edu/travel/reimbursement/mistakes.cfm>) when submitting a reimbursement form.