

# Travel Prior Checklist

**Faculty** contact Sarah Brooks at [sbroo9@lsuhsc.edu](mailto:sbroo9@lsuhsc.edu) to begin this process

**Residents & Fellows** contact Kegan Reid at [kreid3@lsuhsc.edu](mailto:kreid3@lsuhsc.edu) to begin this process.

Prior approval must be obtained before any travel expenses are incurred. Approval involves the Dean's Office. Sarah/Kegan will contact you when approval has been obtained. Please send the following **at least 2 weeks prior\*** to your departure:

- Conference/Meeting name, date, and location(s)
- Purpose of travel
- Link to conference/meeting website
  - Some websites are accessible by member sign-in only. If so, please send documentation of conference date, location, registration price, lodging information and the agenda
- Registration you intend to purchase
- Accommodation plans (Official Conference hotel, standard hotel, Airbnb, etc.)
- Mode of transportation (plane, rental car, personal car, etc.)
- Statement of funding source(s) (allotment, foundation, grant, etc.)
- If applicable, email invite to present, attend, etc.

**If you are unable to obtain any of the above items, please let Sarah or Kegan know and send what you have.**

*\*If you plan to travel internationally, please contact us at least 2 months before your departure to begin your prior approval process (Canada and Mexico excluded).*

## Travel Reimbursement Checklist

Please collect and send the following applicable items from your trip to either Sarah Brooks (Faculty) or Kegan Reid (Residents & Fellows). If you are unable to obtain any of these items, please let us know and send what you have:

- Zero balance itemized receipt from hotel
- Reimbursement requests for hotel reservations made via a 3rd party (Expedia, Orbitz, Priceline etc.) include copies of supporting webpages, and a credit card statement to support the charge
- Airline itinerary pdf from Christopherson Business Travel
- No receipts are needed for meals – you will instead receive a per diem rate based upon the U.S. General Services Administration rates of the destination city
- Baggage Fees – Need receipt from airline (1 check bag business trip 5 days or less; 2 checked bags business trips greater than 5 days)
- Uber/Shuttles – itemized receipts required; tips cannot exceed 20%
  - Not reimbursable: Uber Black, Uber Black XL, and Uber Premier, Lyft Lux, Lyft Lux Black, and Lyft Lux Black XL, Reservation Fees
- Rental Car itemized receipt (must be from Enterprise/National or Hertz)
- If used personal vehicle, complete and submit mileage log
- Parking
  - US Park - \$14 per day
  - Airline Economy Garage - \$12 per day
  - NOLA Surface lot - \$18 per day
  - NOLA Airport - \$18 per day