

## Travel Prior Checklist

Contact Tricia Forrest at tforr2@lsuhsc.edu to begin this process.

Prior approval must be obtained before any travel expenses are incurred. Approval involves the Dean's Office. Tricia 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 invitation to present, attend, etc.

**If you are unable to obtain any of the above items, please let Tricia 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 Tricia Forrest. 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 using a 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