

#### Who Needs a TA Form:

A Travel Authorization form is required for anyone traveling on official LDH business, including:

- LDH employees (routine or non-routine travel)
- Attending virtual or in-person conferences
- Affiliated board members

**Tip:** A separate form is required for each traveler, even if the trip has no cost.

#### What to Include on Your TA Form:

- 1. **Estimated Expenses** Itemize all expected costs:
  - o Airfare, vehicle rental, personal mileage
  - o Lodging, meals, registration
  - o Ground transportation, parking, luggage, other incidentals
- 2. **Traveler Signature** Confirms trip details and understanding of responsibilities. The signature date is your official TA request date.
- 3. **Approvals** Supervisor and agency delegated authority must sign. If one person holds both roles, both sections still need signatures.
- 4. **Supporting Documents** Attach all documentation:
  - o Conference agenda, registration details
  - Lodging and rate info
  - o Airfare and vehicle rental details
  - o Mileage calculations, odometer readings, sponsorship info

#### When to Submit Your TA:

- Complete and get approvals **before booking travel** or starting your trip.
- Submit to your supervisor early enough to allow:
  - 1. Supervisor review & approval
  - 2. Delegated Travel Authority approval
  - 3. CBA Travel Accountholder processing for any payments

**Tip:** Keep a copy for your records. Electronic copies are acceptable.

#### **Need Help?**

Contact the LDH Travel team directly: LDH Travel@LA.GOV



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Agency Name & Saction Name		** A Travel Authorization is:	Required For All Travel. **			
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The LDH Travel Authorization form required to be competed as follows (note: the box references correspond to the numbered boxes shown in the sample TA form on the previous page):

- **Box 1:** Traveler's Name, Title, Personnel Number
- Box 2: Trip start and end dates
- **Box 3:** Traveler's assigned agency and section name
- **Box 4:** City and State of travel destination
- **Box 5:** Traveler's home address
- **Box 6:** Traveler's official work domicile and address
- **Box 7:** Select type of travel attending
- **Box 8:** Reason for trip (e.g. to attend XYZ conference)
- **Box 9-16:** Enter LaGov Expenditure Travel Coding (confirm with Supervisor or budget section)
- **Box 17:** Estimated airfare cost (lowest quote from state contracted Christophersen Travel Agency)
- **Box 18:** Estimated vehicle rental cost (per state contracted agency Enterprise/National/Hertz at current year PPM49 rates)
- **Box 19:** Estimated personal mileage costs (to and from home/domicile to airport or if traveling by personal vehicle to perform official state business; if miles exceed 99: must confirm that both a fleet and rental vehicle were unavailable; additional approval required by Delegated Travel Authority on TA form)
- **Box 20:** Estimated lodging cost for overnight travel days (not to exceed current year PPM49 GSA rates)
- **Box 21:** Estimated cost of meals for travel days (not to exceed current year PPM49 GSA rates)
- **Box 22:** Estimated cost of registration fees
- **Box 23:** Estimated cost of public ground transportation when expense incurred during approved travel
- **Box 24:** Estimated cost of vehicle parking while on official business travel (per current PPM49 allowances)
- **Box 25:** Estimated cost of checked baggage fees (per current PPM49 allowances)
- **Box 26:** Estimated cost of other allowable expenses that may be incurred during travel
- **Box 27:** Grand Total Estimated Expenses (attach a copy of all relevant information: hotel, registration, conference hotel rates, conference agenda, conference registration, flight itinerary, mileage calculator, etc.)
- Box 28: Acknowledgments for Traveler to understand
- **Box 29:** Traveler's Signature (to acknowledge accuracy of information and understanding of responsibilities)



- **Box 30:** Date of Traveler's Signature (Acceptable signatures are: Wet, DocuSign and Adobe stamped)
- **Box 31:** Supervisor's printed name
- **Box 32:** Supervisor's Signature (Acceptable signatures are: Wet, DocuSign and Adobe time/date stamped)
- **Box 33:** Date of Supervisor's signature
- **Box 34:** Optional Approver's printed name (if required by agency)
- **Box 35:** Optional Approver's Signature (Acceptable signatures are: Wet, DocuSign and Adobe time/date stamped)
- **Box 36:** Date of Optional Approver's signature
- **Box 37:** Delegated Travel Authority's printed name
- **Box 38:** Delegated Travel Authority's Signature (Acceptable signatures are: Wet, DocuSign and Adobe time/date stamped)
- **Box 39:** Date of Delegated Travel Authority's signature

Travel Authorization form <u>must</u> be completed and approved <u>before</u> travel occurs and <u>before</u> any travel arrangements are booked