



User Guide For Entering Travel Expense (TE) Reports in LEO

INTRODUCTION

To receive reimbursement for travel expenses paid out-of-pocket during official business travel, a Travel Expense (TE) Report must be accurately completed and submitted in LEO under the My Travel tab.

Travel Expense (TE) Reports must be submitted in LEO promptly at the conclusion of each trip. For routine travel that occurs frequently, to increase efficiency during processing please enter the TE Report information after each trip and then submit the TE Report at the end of each month.

TE Reports are due to the LDH Travel section within 30 days of the trip end date. Therefore, remember to click 'Save and Send for Approval' to route your TE Report to your supervisor for review and approval in accordance with your agency's internal deadlines to ensure LDH Travel receives them timely. **Travel Expense Reports must not be held for months or until the end of the fiscal year for bulk processing.** In accordance to PPM-49 §1503. GENERAL SPECIFICATIONS C.8. Requests for Reimbursements shall be reviewed to verify the documentation and complete processing within thirty (30) days of receiving the final reimbursement submission.

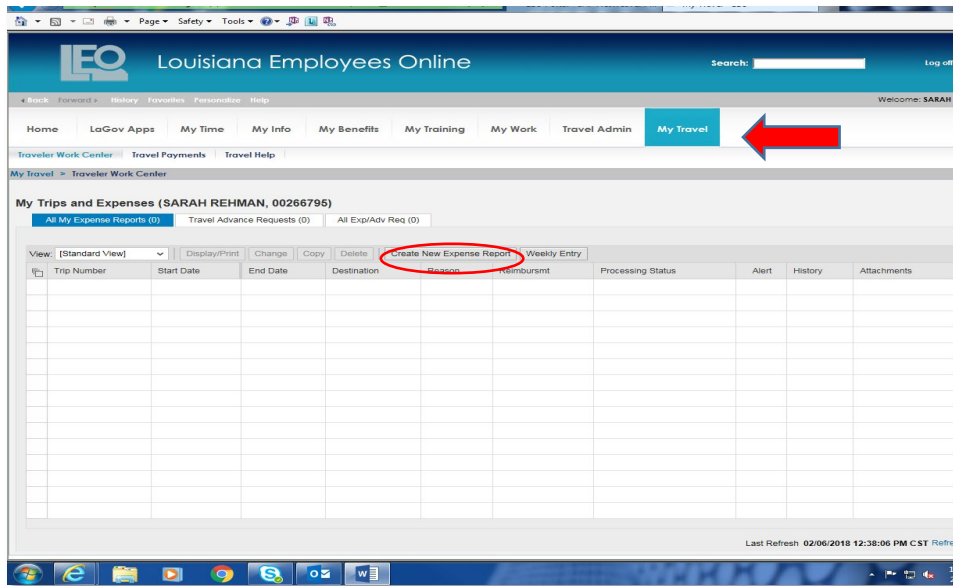
Travelers should review their pending trips on a regular basis (at least weekly) to ensure accuracy. Pending trips can be found in LEO under the "My Travel" tab. If a trips is listed in "In Processing" status, those it is not yet completed and additional action is required. Review the details of each trip in this status. If the trip is valid, attach all required documentation and click "Save and Send for Approval". If the trip is not valid, delete the trip. Compliance with this process will assist help ensure accurate and timely processing of TE reimbursement payments.

It is important to note that PPM49 travel guidelines are subject to change at any time during the year. Therefore, when making travel arrangements and entering TE Reports, it is critical to refer to the Office of State Travel's website for the current Travel Guide, addendums, and updates (<https://www.doa.la.gov/pages/osp/travel/TravelPolicy.aspx>).

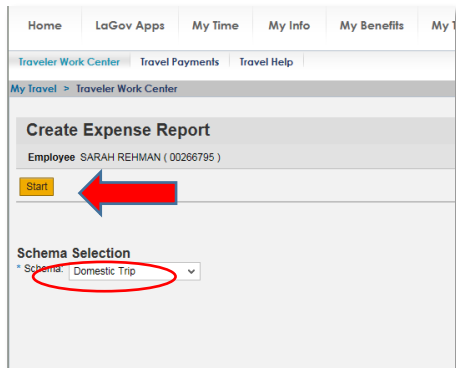
Follow the procedures noted below to submit a TE Report in LEO. If you have any travel-related questions, contact the LDH Travel team at LDH_Travel@la.gov.

- Note: For full functionality, use Internet Explorer or Chrome browsers
- Login to LEO
- Click the **My Travel** tab
- Click **Create New Expense Report**

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- **Schema Selection** field should default to Domestic Trip (do not change)
- Click **Start**



You are now ready to begin the Travel Expense (TE) Report data entry



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GENERAL DATA (STEP 1)

Change Expense Report (24403)

1 General Data 2 Enter Receipts 3 Review and Send 4 Completed

Employee JASON FOWLER (00220001) Schema Domestic Trip

< Previous Step Enter Receipts > Save Draft

General Data

- **Start Date:** Must be the first day of actual travel and time of departure
- **End Date:** Must be the last day of actual travel and time travel was completed travel
- **Posting Date:** Do not edit; will display the current date upon start of TE Report and will be equivalent to the last TE revision date/the date sent for approval.

General Data

* Start Date: 04/19/2020 12:00 AM

End Date: 04/25/2020 12:00 PM

Posting Date: 04/26/2020

Destination

- **Trip Country:** United States
- **Trip Region:** New region codes are now 5 digits. Ex: "LA/LA" for Baton Rouge, LA
 - Effective 10/01/2023-PPM49 addendum – BTR GSA is now standard)
 - State Abbreviation - Found on the GSA website
 - /
 - Two digits for the city or location of travel
 - The system defaults to Baton Rouge LA/LA. To change the region, remove LA/LA and type the new code if known.

Destination

Trip Country: United States Trip Region: LA/LA LA - GSA Standard Rate

Destination:

Additional Destinations: No destinations entered Enter Additional Destinations

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- If desired location is not known type LA/* for all LA available trip regions.

Select desired location

Select: Trip Region

Hide Advanced Search

Result <= 500 items

Go

Trip Country/Group: US

Country/Group/Region: LA/*

Name of Trip Country:

Items (3)

	Trip Country	Trip Region	Country
<input type="radio"/>	US	LA/AL	Alexandria, LA
<input type="radio"/>	US	LA/BR	Baton Rouge, LA
<input type="radio"/>	US	LA/NO	New Orleans, LA

When traveling to a destination not listed on the GSA website, the standard rate should be used. Use Regions Code YY/CS for the GSA standard rate and the actual location should be typed into the Destination field.

Destination

Trip Country: United States

Trip Region: YY/CS

Destination:

Additional Destinations: No destinations entered

Enter Additional Destinations

- Destination:** Free text field that allows you to enter additional information regarding your destination.
- Additional Destination:** For travel to more than one region in Louisiana, enter "Louisiana" in this field. This field is optional.

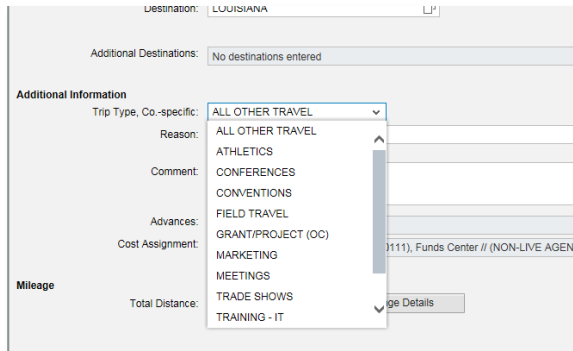
Additional Destinations: No destinations entered

Enter Additional Destinations

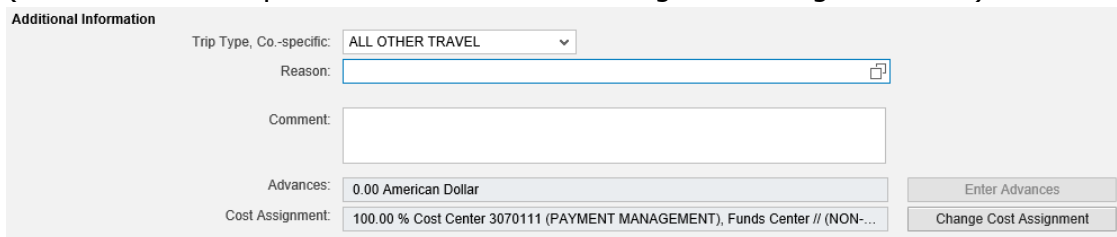
Additional Information

- Trip Type, Co.-specific:** This is the object code that will be assigned to trip. Select one of the following Trip Types (do not select any other Trip Types):
 - GRANT/PROJECT - if coded to Object Code 562XXXX
 - FIELD TRAVEL - if coded to Object Codes 5210020 (in state) or 5210060 (out of state)
 - CONFERENCES - if coded to Object Codes 5210015 (in state) or 5210055 (out of state)

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- **Reason/Purpose:** Free text field. Enter the purpose of your trip
- **Comment:** Free text field. Enter additional information to further support any request included in TE Report (e.g. notes regarding exemptions/exceptions to support any expenses; physical address of location traveled; notes regarding unique circumstances to support any expenses or documentation uploaded)
- **Advances:** Skip this field (does not apply to LDH)
- **Cost Assignment:** This field is where the LaGov Cost Center, Business Area, and Fund codes can be reviewed or changed if necessary. Click **Change Cost Assignment** to review coding (see second screen print below for details of Change Cost Assignment field).



Change Cost Assignment Field Details (the following required fields will populate with data):

- **Business Area**- 3-digit Agency Number (e.g. 326)
- **Cost Center** – Required field; 10-digit Agency Number (e.g. 326) plus 7-digit (e.g. 3262108003)
- **Order** – Optional field; 10- characters (e.g. LDHMH0000001)
- **WBS Element** – Optional field; 13-digit and/or character plus 3-digit agency number (e.g.U326517199.326)
- **Funds Center** – Required field; 10-digit Agency Number (e.g. 326) plus 7-digits code (e.g. 3262108003)
- **Fund** – Required field; 10-digit Agency Number (e.g. 326) plus 7- digits and/or character (e.g. 3260000000 or 326000060E) Hint: Fund codes with 60E is Federal Funds that may require a Grant number to be added to allocation.
- **Functional Area** – Not_Relevant



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- **Grant** – Optional field; 8 to 12- (letters and/or numbers) Letter plus agency number, assigned grant number, and often grant fiscal year (e.g. (Allocation Element A3268000 or Grant U3265171.0723)

Cost Assignment for Trip

<input type="checkbox"/>	Cost Assign (%)	Company C...	Business Area	Accounting Object	Accounting Object Value
<input checked="" type="checkbox"/>	100.00	LAGOV	OFFICE OF PUBLIC HEALTH	All	3262108003/3262108003/...

Cost Center: 3262108003

Order:

WBS Element:

Funds Center: 3262108003 REG 3 OFF / TECHE Fund: 3260000000 GF OPH 326

Functional Area: NOT_RELEVANT NOT_RELEVANT Grant: NOT RELEVANT NOT RELEVANT

- If more than one line of coding is needed for split coding/cost assignment, proceed to next step (Entering Multiple Lines of Coding); otherwise select Accept then select Accept again to return to main page.

Entering Multiple Lines of Coding (Split Cost Assignment)

Split Cost Assignment is not required for everyone (verify coding with supervisor, if needed). When adding multiple lines of coding, click "Accept and New Entry" to bring up the next line of coding to be entered.

Cost Assignment for Receipt

<input type="checkbox"/>	Cost Assign (%)	Company C...	Business Area	Accounting Object	Accounting Object Value
<input type="checkbox"/>	24.99	LAGOV	HEALTH & HOSP OFF OF ...	All	3071050703/3071050703/...
<input type="checkbox"/>	50.00	LAGOV	HEALTH & HOSP OFF OF ...	All	3071050703/3071050703/...
<input checked="" type="checkbox"/>	25.01	LAGOV	HEALTH & HOSP OFF OF ...	All	3071050703/3071050703/...

Cost Center: 3071050703 307 LDH PAY MGMT

Order:

WBS Element:




Funds Center: 3071050703 307 LDH PAY MGMT Fund: 3070000000 GF OFF OF SEC 307

Functional Area: NOT_RELEVANT NOT_RELEVANT Grant: NOT RELEVANT NOT RELEVANT

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To calculate the percentage to assign each line of coding, use the amount allocated to each unique cost assignment, and divide that amount by the total trip reimbursement amount. This will give you the percentage to place in the first field [Cost Assign (%)]. See example below.

e.g. Total amount to be reimbursed for trip: \$170.94 (see screen print above)

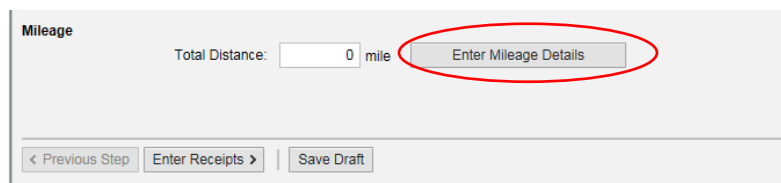
-  First line of cost assignment for amount: \$42.73 of total only 24.99% of total cost assigned (\$42.73 divided by total \$170.94= 24.99%)
-  Second line of cost assignment for amount: \$85.47 of total only 50% of total cost assigned (\$85.47 divided by total \$170.94= 50%)
-  Third line of cost assignment for amount: \$42.74 of total only 25% of total cost assigned (\$42.74 divided by total \$170.94= 25.01%)

After all coding is finished click check to see if coding is acceptable, if no errors, click Accept then click Accept again to return to the previous page.

Mileage

This step is only required if mileage reimbursement is being requested. If there is no mileage to enter, proceed to the next section to Enter Receipts.

- Click **Enter Mileage Details**



- Only the fields circled in red in the screen print below need to be completed (click on each field to edit). The other fields will auto populate from data entered on the first screen.
- Date: Enter actual date driven
- Miles Driven: Enter actual mileage up to 99 miles per day; enter whole numbers only (number of miles must agree to odometer readings/Map calculation support)
- Start Location: Enter actual physical address of starting location (actual physical address)
- End Location: Enter actual physical address of ending location (actual physical address)
Reminder: It is the lesser of the two of official domicile or starting location to destination.

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- Comment: Enter Beginning and Ending odometer readings, and list all points visited (Map calculation navigation can be uploaded in lieu of odometer readings)

Total Distance Driven: mile

Mileage Details

Date	Miles Driven	Start Location	End Location
<input checked="" type="radio"/> 11/27/2022	50	Baton Rouge, La	Baton Rouge, La

Trip Country: Trip Region: Baton Rouge, LA

Trip Type, Co.-specific:

Vehicle Type:

Vehicle Make/Model: License Plate:

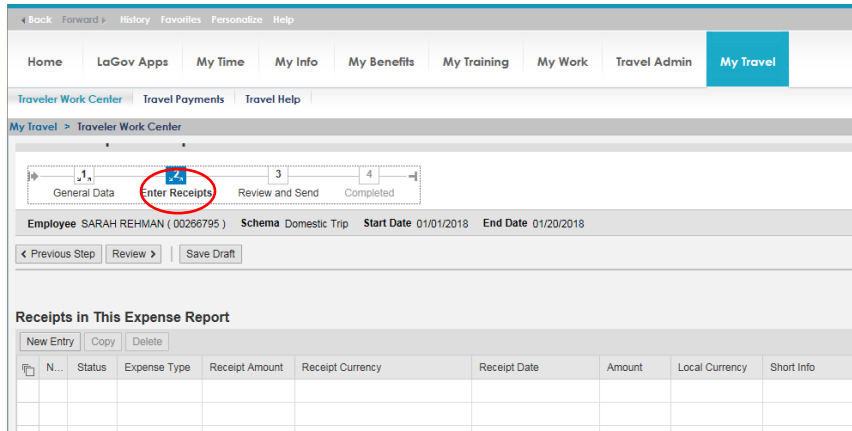
Comment:

- If mileage is being entered for one day only, click "Accept", then click "Accept" again to return to the previous page.
- If mileage is being entered for multiple days, click "Accept and New Entry". Update the date accordingly and repeat the steps noted above until all mileage dates are entered.
- Once all mileage is entered, click "**Accept**", then click "**Accept**" again to return to the previous page.
- Click **Save Draft** after each entry to prevent data loss

You are now ready to proceed to the next step, Entering Receipts.

ENTERING RECEIPTS (STEP 2)

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Traveler Work Center Travel Payments Travel Help

My Travel > Traveler Work Center

1 2 3 4
General Data **Enter Receipts** Review and Send Completed

Employee SARAH REHMAN (00266795) Schema Domestic Trip Start Date 01/01/2018 End Date 01/20/2018

< Previous Step Review > Save Draft

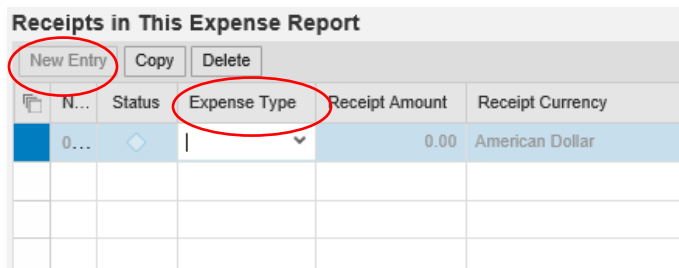
Receipts in This Expense Report

New Entry Copy Delete

N...	Status	Expense Type	Receipt Amount	Receipt Currency	Receipt Date	Amount	Local Currency	Short Info

All requested reimbursements must be listed in the **Enter Receipts** section. Include expenses that were paid directly by traveler; Include **ALL** expenses that were paid on the CBA travel account (e.g. lodging, airfare, registration, vehicle rental)

- Click **New Entry**
- Click the drop-down arrow in the **Expense Type** field

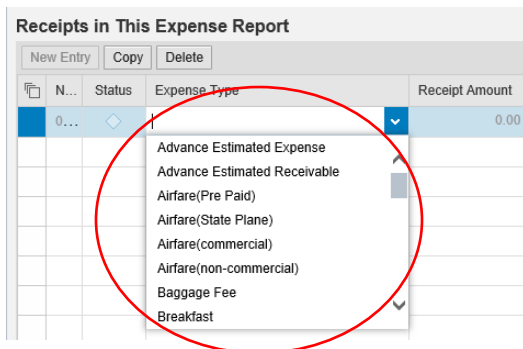


Receipts in This Expense Report

New Entry Copy Delete

N...	Status	Expense Type	Receipt Amount	Receipt Currency
0...			0.00	American Dollar

- Select the appropriate Expense Type from the menu options



Receipts in This Expense Report

New Entry Copy Delete

N...	Status	Expense Type	Receipt Amount
0...			0.00

- Advance Estimated Expense
- Advance Estimated Receivable
- Airfare(Pre Paid)
- Airfare(State Plane)
- Airfare(commercial)
- Airfare(non-commercial)
- Baggage Fee
- Breakfast

- Enter the expense details



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- Expenses must be entered with correct amounts per current PPM49 GSA rates per Region
- Expenses must be listed with correct dates for each item (based on trip details per supporting documentation)
- Click "**Accept and New Entry**" to enter multiple expenses (update details accordingly until all are entered)

Receipts in This Expense Report

New Entry	Copy	Delete	N...	Status	Expense Type	Receipt Amount	Receipt Currency	Receipt Date	Amount	Local Currency	Short Info	Paper Receipt	Origin
			0...		Breakfast	9.00	American Dollar	10/15/2019	0.00	American Dollar		<input type="checkbox"/>	Entered Manually

No. of Lunches: No. of Dinners:

TripType: Enterprise:

Description:

Location:

* Trip Country: United States Trip Region: LA6 Baton Rouge, Louisiana

Participants: Enter Participants

No. of Employees: No. of Guests:

Comment:

Expense Type Notes:

- **Fuel:** list the amount of the fuel receipt and ensure dates on receipt entry agree to uploaded receipts (check Paper Receipt box to indicate the receipt is attached)
- **Meals:** Starting 10/01/2022 the Office of State Travel transitioned to GSA Rates which requires new **GSA** expense types:
 - **Per Diem - Full Day** = Total Per Diem allowed *(the full daily meals and incidentals amount received for a single calendar day of travel when that day is neither the first nor last day of overnight travel)*
 - **Per Diem - First Day** = 75% Per Diem allowed *(amount received on the first day of overnight travel and equals 75% of total Per Diem)*
 - **Per Diem - Last Day** = 75% Per Diem allowed *(amount received on the last day of overnight travel and equals 75% of total Per Diem)*
 - **First/Last Day Reduced Rate** = 75% Per Diem allowed, minus meals provided
 - **Incidentals = \$5 per day** - *(Fees and tips given to porters, baggage carriers, hotel staff, and staff on ships)* Incidentals are included in Per Diem Expenses
- Attach hotel receipts when claiming meal reimbursements (CBA travel card pays for hotel lodging; however, the hotel receipt is required for proof of overnight stay).
- Travel-Traveler attends a conference in Atlanta, GA with travel dates 08/01/25-08/04/25



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Per Diem – First Day – 08/01/25. The rate is populated for you @ 75% of the Total Per Diem

Receipts in This Expense Report

N...	Status	Expense Type	Receipt Amount	Receipt Currency	Receipt Date	Amount	Local Currency	Short Info	Paper Receipt	Confirmed	Origin
0...	●	Per Diem – First Day	64.50	American Dollar	08/04/2025	0.00	American Dollar		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Entered Manually

From Date: 08/04/2025 To Date: 08/07/2025

Trip Type: USE TRIP TYPE

Enterprise:

Description:

Location:

* Trip Country: United States Trip Region: GA/AT Atlanta, GA

Participants: Enter Participants

Comment:

Accept Accept and New Entry Change Cost Assignment Enter Itemization Check Copy Delete

- **Per Diem – Full Day – 08/02/25.** The full rate is populated for you.

Receipts in This Expense Report

N...	Status	Expense Type	Receipt Amount	Receipt Currency	Receipt Date	Amount	Local Currency	Short Info	Paper Receipt	Confirmed	Origin
0...	●	Per Diem – First Day	64.50	American Dollar	08/04/2025	64.50	American Dollar		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Entered Manually
0...	●	Per Diem – Full Day	86.00	American Dollar	08/05/2025	0.00	American Dollar		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Entered Manually

From Date: 08/04/2025 To Date: 08/07/2025

Trip Type: USE TRIP TYPE

Enterprise:

Description:

Location:

* Trip Country: United States Trip Region: GA/AT Atlanta, GA

Participants: Enter Participants

Comment:

Accept Accept and New Entry Change Cost Assignment Enter Itemization Check Copy Delete

- **Per Diem – Full Day – 08/03/25.** The full rate is populated for you.

Receipts in This Expense Report

N...	Status	Expense Type	Receipt Amount	Receipt Currency	Receipt Date	Amount	Local Currency	Short Info	Paper Receipt	Confirmed	Origin
0...	●	Per Diem – First Day	64.50	American Dollar	08/04/2025	64.50	American Dollar		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Entered Manually
0...	●	Per Diem – Full Day	86.00	American Dollar	08/05/2025	86.00	American Dollar		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Entered Manually
0...	●	Per Diem – Full Day	86.00	American Dollar	08/06/2025	86.00	American Dollar		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Entered Manually

From Date: 08/04/2025 To Date: 08/07/2025

Trip Type: USE TRIP TYPE

Enterprise:

Description:

Location:

* Trip Country: United States Trip Region: GA/AT Atlanta, GA

Participants: Enter Participants

Comment:

Accept Accept and New Entry Change Cost Assignment Enter Itemization Check Copy Delete



User Guide For Entering Travel Expense (TE) Reports in LEO

Per Diem – Last Day – 08/04/25. The rate is populated for you @ 75% of the Total Per Diem

Receipts in This Expense Report

No.	Status	Expense Type	Receipt Amount	Receipt Currency	Receipt Date	Amount	Local Currency	Short Info	Paper Receipt	Confirmed	Origin
0...	●	Per Diem – First Day	64.50	American Dollar	08/04/2025	64.50	American Dollar		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Entered Manually
0...	●	Per Diem – Full Day	86.00	American Dollar	08/05/2025	86.00	American Dollar		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Entered Manually
0...	●	Per Diem – Full Day	86.00	American Dollar	08/06/2025	86.00	American Dollar		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Entered Manually
0...	●	Per Diem – Last Day	64.50	American Dollar	08/07/2025	64.50	American Dollar		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Entered Manually

From Date: 08/04/2025 To Date: 08/07/2025

Trip Type: USE TRIP TYPE

Description:

Location:

* Trip Country: United States Trip Region: GA/AT Atlanta, GA

Participants: Enter Participants

Comment:

Accept Accept and New Entry Change Cost Assignment Enter Itemization Check Copy Delete

- **First/Last Day Reduced Rate** – In the event a traveler is attending a conference and a meal is provided at the conference on the first or last day of travel, the per diem amount will need to be calculated and entered manually.

Receipts in This Expense Report

No.	Status	Expense Type	Receipt Amount	Receipt Currency	Receipt Date	Amount	Local Currency	Short Info	Paper Receipt	Origin
001	●	First/Last Day Reduced Rate	0.00	American Dollar	10/10/2022	0.00	American Dollar		<input checked="" type="checkbox"/>	Entered Manually

From Date: 10/10/2022 To Date: 10/13/2022

Trip Type Enterprise: USE TRIP TYPE

Description:

Location:

* Trip Country: United States Trip Region: LA/NO New Orleans, LA

(E.g.) If lunch was provided on the first day of conference travel to New Orleans, the amount to be entered would be \$37.50.

Per Diem Breakdown for GA/AT			
Region	Total	75%	
Breakfast	\$22		
Lunch	\$23		
Dinner	\$36		
Incidentals	\$5		
Total Per Diem Rate	\$86	\$64.50	
Per Diem - First/Last Day Rate		\$64.50	
minus lunch		(\$23.00)	
Amount to be entered		\$41.50	

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- For travelers who process travel reimbursements on a monthly basis, and have occasional routine overnight travel throughout the month, expense types "Per Diem-First Day" and "Per Diem – Last Day" will generate a warning message when used other than the first and last day of the trip. This is just a warning and can proceed with the entry. (**NOTE:** This does not apply to non-routine travel, e.g. conference, training, workshop, etc.)

Receipts in This Expense Report

New Entry Copy Delete

No.	Status	Expense Type	Receipt Amount	Receipt Currency	Receipt Date	Amount	Local Currency	Short Info	Paper Receipt	Origin
001		Per Diem – First Day	55.50	American Dollar	12/15/2022	55.50	American Dollar	All 1		

From Date: 12/05/2022 To Date: 12/31/2022

TripType Enterprise: USE TRIP TYPE

Description:

Location:

* Trip Country: United States Trip Region: LA/NO New Orleans, LA

Per Diem – First Day must be first day of travel with overnight stay.

- Only one Per Diem expense type can be used during the same trip day. Make sure to change your dates accordingly.

Receipts in This Expense Report

New Entry Copy Delete

No.	Status	Expense Type	Receipt Amount	Receipt Currency	Receipt Date	Amount	Local Currency	Short Info	Paper Receipt	Origin
001		Per Diem – First Day	55.50	American Dollar	12/15/2022	55.50	American Dollar	All 1		
002		Per Diem – Full Day	74.00	American Dollar	12/15/2022	74.00	American Dollar			

From Date: 12/05/2022 To Date: 12/31/2022

TripType Enterprise: USE TRIP TYPE

Description:

Location:

* Trip Country: United States Trip Region: LA/NO New Orleans, LA

Per Diem – Full Day cannot be used with Per Diem – First Day during same trip day.

- When using Per Diem expense types, you cannot use other meal expense types (breakfast, lunch, dinner) or incidentals on the same trip day.

Receipts in This Expense Report

New Entry Copy Delete

No.	Status	Expense Type	Receipt Amount	Receipt Currency	Receipt Date	Amount	Local Currency	Short Info	Paper Receipt	Origin
001		Per Diem – First Day	55.50	American Dollar	12/15/2022	55.50	American Dollar	All 1		
002		Incidentals	5.00	American Dollar	12/15/2022	5.00	American Dollar			

From Date: 12/05/2022 To Date: 12/31/2022

TripType Enterprise: USE TRIP TYPE

Description:

* Trip Country: United States Trip Region: LA/NO New Orleans, LA

Incidentals cannot be used with Per Diem – First Day during same trip day.

- Per Diem expense type amounts cannot be changed

Receipts in This Expense Report

New Entry Copy Delete

No.	Status	Expense Type	Receipt Amount	Receipt Currency	Receipt Date	Amount	Local Currency	Short Info	Paper Receipt	Origin
001		Per Diem – First Day	65.00	American Dollar	12/15/2022	65.00	American Dollar	All 1 1		

From Date: 12/05/2022 To Date: 12/31/2022

TripType Enterprise: USE TRIP TYPE

Description:

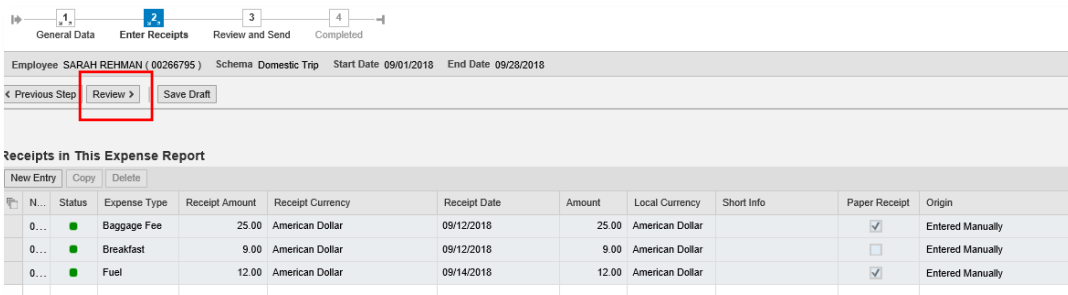
Location:

* Trip Country: United States Trip Region: LA/NO New Orleans, LA

Amount must match GSA Rate of 55.50 for expense type Per Diem – First Day and Region LA/NO

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- Tolls/Parking: receipts are required if amount exceeds \$5
- Check the **Paper Receipt** box for expenses that require actual receipts, per PPM49 travel guidelines (uncheck if receipts are not required)
- After entering each expense, click **Accept and New Entry** until all expenses are entered
- Click **Save Draft** after each entry to prevent data loss
- After all expenses are entered, click **Accept**
- Click **Review**



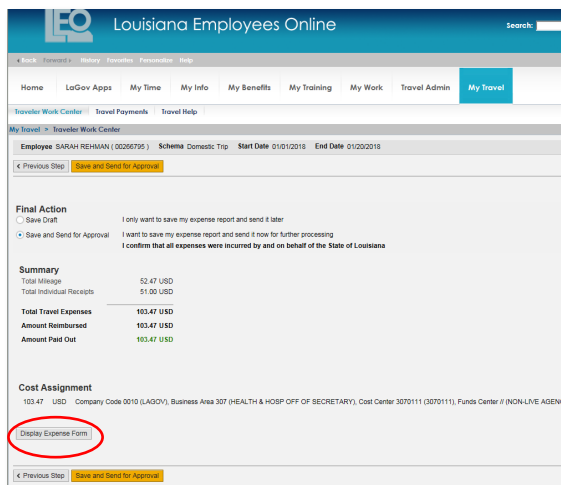
Employee SARAH REHMAN (00266795) Schema Domestic Trip Start Date 09/01/2018 End Date 09/28/2018

< Previous Step **Review** Save Draft

Receipts in This Expense Report

N...	Status	Expense Type	Receipt Amount	Receipt Currency	Receipt Date	Amount	Local Currency	Short Info	Paper Receipt	Origin
0...		Baggage Fee	25.00	American Dollar	09/12/2018	25.00	American Dollar		<input checked="" type="checkbox"/>	Entered Manually
0...		Breakfast	9.00	American Dollar	09/12/2018	9.00	American Dollar		<input type="checkbox"/>	Entered Manually
0...		Fuel	12.00	American Dollar	09/14/2018	12.00	American Dollar		<input checked="" type="checkbox"/>	Entered Manually

- An overview of the trip information will display
- Verify that the Total Travel Expenses amount and Cost Assignment coding are correct
- Click **Display Expense Form**



Louisiana Employees Online

Home LuGov Apps My Time My Info My Benefits My Training My Work Travel Admin **My Travel**

Traveler Work Center Travel Payments Travel Help

My Travel > Traveler Work Center

Employee SARAH REHMAN (00266795) Schema Domestic Trip Start Date 01/01/2018 End Date 01/02/2018

< Previous Step Save and Send for Approval

Final Action

☐ Save Draft I only want to save my expense report and send it later

☒ Save and Send for Approval I want to save my expense report and send it now for further processing

I confirm that all expenses were incurred by and on behalf of the State of Louisiana

Summary

Total Mileage	52.47 USD
Total Individual Receipts	51.00 USD
Total Travel Expenses	103.47 USD
Amount Reimbursed	103.47 USD
Amount Paid Out	103.47 USD

Cost Assignment

103.47 USD Company Code 0010 (LAGOV), Business Area 307 (HEALTH & HOSP OFF OF SECRETARY), Cost Center 3070111 (3070111), Funds Center # (NON-LIVE AGEN)

Display Expense Form

< Previous Step Save and Send for Approval

- The Travel Expense Report will display
- Click **Save Draft** to save report

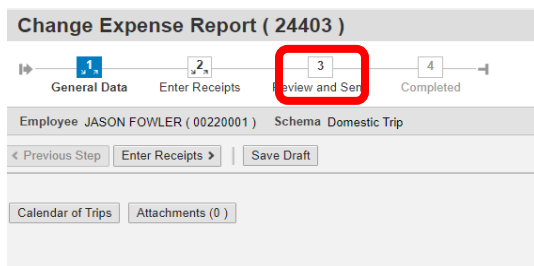
You are now ready to proceed to the next step, Review and Send for Approval.

User Guide For Entering Travel Expense (TE) Reports in LEO

REVIEW AND SEND (STEP 3)

This is a **CRITICAL** step in the TE Report process and it must be completed properly to ensure the TE Report is routed to your Supervisor for approval. (Upon review and approval, Supervisor will review and send for approval)

- Click **Review and Send** in the top menu (step 3)



Under Final Action, select **Save and Send for Approval**

NOTE: Instructions below are for the Bypass Option (The Bypass option is **ONLY** for Board Members and Supervisors that are on extended leave)

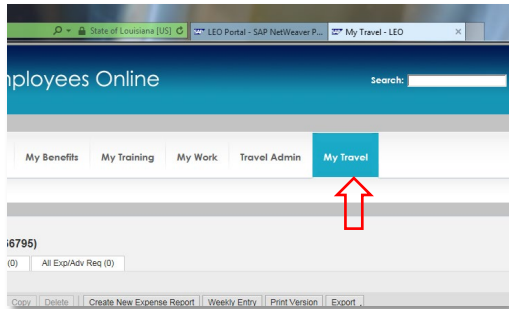
Bypass Option Instructions ONLY

- Right click and print the TE Report for signing by traveler and supervisor
- Do not click Save and Send for Approval, as scanned copy of approved TE Report is needed
- Exit the LEO My Travel tab
- Obtain traveler and supervisor's signatures then scan and save file to computer
 - Ensure the printed TE Report includes the trip number before supervisor signs
 - Electronic signature is acceptable if computer includes this Adobe capability

Return to My Travel Tab to Upload Receipts and Signed Travel Expense Report

- Note: For full functionality, use Internet Explorer or Chrome browsers
- Login to LEO
- Click the **My Travel** tab

User Guide For Entering Travel Expense (TE) Reports in LEO



- Select the applicable Trip Number
- Click **Change**

My Trips and Expenses (JASON FOWLER, 00220001)

All My Expense Reports (1) Travel Advance Requests (0) All Exp/Adv Req (0)

View: [Standard View]	Display/Print	Change	Copy	Delete	Create New Expense Report	Print Version	Export						
24403	10/15/2019	10/22/2019						66.42	In Processing			Display	Add

- The Travel Expense report will populate
- Click **Attachments**

Change Expense Report (24403)

1 General Data 2 Enter Receipts 3 Review and Send 4 Completed

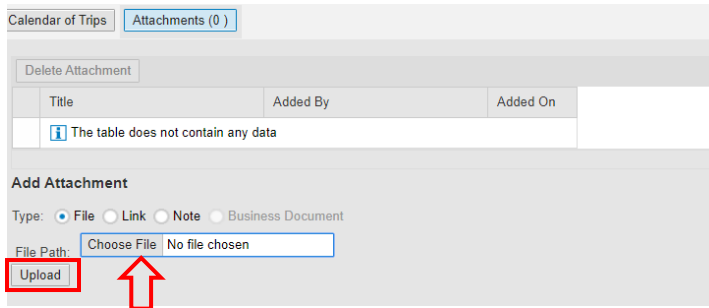
Employee JASON FOWLER (00220001) Schema Domestic Trip

< Previous Step Enter Receipts > Save Draft

Calendar of Trips Attachments (0)

- Upload the signed and approved TE Report and all relevant supporting documentation (Travel Authorization form TA, Request for Expenditure Form, Itemized Receipts, etc.)
 - Click **Choose File**
 - Browse for the saved file on your computer
 - Select the applicable file
 - Click **Upload**

User Guide For Entering Travel Expense (TE) Reports in LEO



Calendar of Trips Attachments (0)

Delete Attachment

Title	Added By	Added On
The table does not contain any data		

Add Attachment

Type: ☒ File ☐ Link ☐ Note ☐ Business Document

File Path: Choose File No file chosen

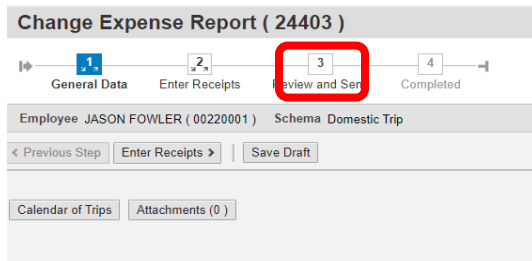
Upload

You are now ready to proceed to the next step, Review and Send.

REVIEW AND SEND (STEP 3)

This is a **CRITICAL** step in the TE Report process and it must be completed properly to ensure the TE Report is routed to the LDH Travel approval queue for auditing and payment processing

- Click **Review and Send** in the top menu (step 3)



Change Expense Report (24403)

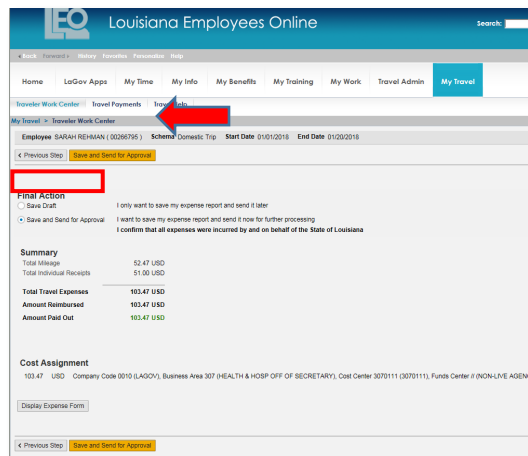
1 General Data 2 Enter Receipts 3 Review and Send 4 Completed

Employee JASON FOWLER (00220001) Schema Domestic Trip

< Previous Step Enter Receipts > Save Draft

Calendar of Trips Attachments (0)

- Under Final Action, select **Save and Send for Approval**



Louisiana Employees Online

Home LogGov Apps My Time My Info My Benefits My Training My Work Travel Admin My Travel

Traveler Work Center Travel Payments Travel Admin

My Travel > Traveler Work Center

Employee SARAH REHMAN (0026795) Schema Domestic Trip Start Date 01/01/2018 End Date 01/01/2018

< Previous Step Save and Send for Approval

Final Action

☐ Save Draft I only want to save my expense report and send it later

☒ Save and Send for Approval I want to save my expense report and send it now for further processing

I confirm that all expenses were incurred by and on behalf of the State of Louisiana

Summary

Total Mileage	52.47 USD
Total Individual Receipts	\$1.00 USD
Total Travel Expenses	103.47 USD
Amount Reimbursed	103.47 USD
Amount Paid Out	103.47 USD

Cost Assignment

103.47 USD Company Code 0010 (LADO), Business Area 307 (HEALTH & HOSP OFF OF SECRETARY), Cost Center 3070111 (3070111), Funds Center 0 (NON-LIVE AGEN)

Display Expense Form

< Previous Step Save and Send for Approval

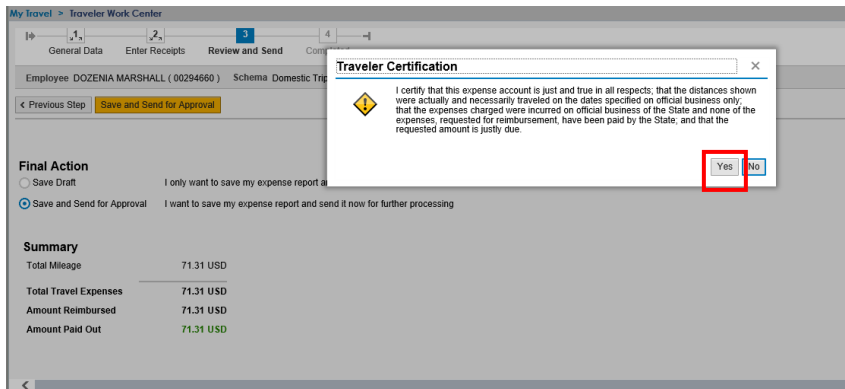
User Guide For Entering Travel Expense (TE) Reports in LEO

The trip will not appear in your supervisor's queue for approval (or the LDH Travel queue for auditing and payment processing) until it is 'Saved and Sent for Approval' by both the traveler and Supervisor after the final edits are made.

Note: At any time before the trip has been approved, changes can be made and/or attachments can be added by selecting the trip and clicking the "Change" option.

****YOU MUST CLICK SAVE AND SEND FOR APPROVAL AGAIN AFTER MAKING ANY CHANGES****

- The **Traveler Certification** attestation box will appear
- Click **Yes**



My Travel > Traveler Work Center

General Data Enter Receipts Review and Send Complete

Employee: DOZENIA MARSHALL (00294660) Schema: Domestic Trip

< Previous Step Save and Send for Approval

Traveler Certification

I certify that this expense account is just and true in all respects: that the distances shown were actually and necessarily traveled on the dates specified on official business only; that the expenses charged were incurred on official business of the State and none of the expenses requested for reimbursement, have been paid by the State, and that the requested amount is justly due.

Yes No

Final Action

☐ Save Draft I only want to save my expense report as a draft

☒ Save and Send for Approval I want to save my expense report and send it now for further processing

Summary

Total Mileage	71.31 USD
Total Travel Expenses	71.31 USD
Amount Reimbursed	71.31 USD
Amount Paid Out	71.31 USD

- Click **Save and Send for Approval** again
- Upon successful submission of your Travel Expense Report, it will be sent to your supervisor of record for approval.
- Once your supervisor approves the Travel Expense Report, it will route to the LDH Travel approval queue for auditing and payment processing.
- If LDH Travel identifies missing information/documents, your TE Report may be returned for correction with the reason noted.
- **Important:** Once corrected, you must re-submit the TE through the full approval process, starting with your supervisor. The TE does not re-enter the queue at the point where it was returned. It must go through the entire workflow again. (Be sure to click "Save and Send for Approval" after making corrections.



User Guide For Entering Travel Expense (TE) Reports in LEO

- Check the processing status of any trip's TE Report regularly by following the steps below.

Travel Expense Report Processing Status/Workflow Verification	
<ul style="list-style-type: none">▪ Click My Travel▪ Select All My Expense Reports to view list of trips and their current Processing Status	
Each trip will display the current Processing Status of the TE Report: Processing Status	
<ul style="list-style-type: none">▪ In Processing - TE Report requires further action. TE Report has either been saved as draft (not Saved and Submitted for Approval) or Rejected by the approver and changes are required▪ Released for Approval – TE Report is awaiting approval from Supervisor/LDH Travel (it has been Saved and Submitted for Approval)▪ Sent to Fiscal-WF Complete – TE Report is awaiting review and approval by LDH Travel▪ Approved – TE Report has been approved by LDH Travel and will be paid in the next travel reimbursement cycle▪ Transferred to FI – TE Report has been paid▪ Canceled - TE Report has been previously paid and the expense was canceled. Cancelled trip reimbursements must be recouped by the agency. This is done by either receiving a check from the traveler or by processing another reimbursement for a larger amount. The travel system will then automatically decrease the reimbursement by the amount of the cancelled trip.	

Important Notes

- Attach receipts as required per current PPM49 travel guidelines (copies of bank/credit card statements cannot be provided in lieu of actual receipts)
- Only expenses that are reimbursed directly to the traveler should be entered in the receipts or mileage sections of the TE Report. All travel expenses paid with the CBA Travel account (such as airfare, conference registration, vehicle rental, and lodging) **must** also be recorded in the TE Report as prepaid. Omitting these charges will delay processing.
- Exact dates of travel are required. Therefore, monthly Travel Expense Reports for routine travel must not include monthly dates. Example: If you submit a monthly Travel Expense Report for January and you traveled 1/3 - 1/26, do not include monthly dates of 1/1 -1/31.
- An approved Travel Authorization (TA) form must be uploaded with every TE Report.
- Attach hotel receipts when claiming meal reimbursement for proof of overnight stay.
- Attach flight Itinerary for out of state travel.
- Attach fuel and vehicle rental receipts when claiming fuel reimbursement.

User Guide For Entering Travel Expense (TE) Reports in LEO

- Traveler and Approver's certification is required for each TE Report.
- Cost Assignment coding **must** be verified by the traveler and supervisor.
- When submitting a TE Report, the trip start and end times are required for each travel date.
- When submitting a TE report, all expenses paid by on the CBA card should be included ie.. Airfare(prepaid), Registration (prepaid), Room/Tax(prepaid), and/or vehicle rental (prepaid)
- Travel Expense Reimbursements are to be submitted in chronological order and no later than 30 days after the dates of travel.
- Once TE Report entries are complete and attachments are uploaded, click "Save and Send for Approval" to ensure it is routed to the Approver and/or the LDH Travel approval queues (if changes are made to the TE Report at any time, click Save and Send for Approval again).
- Trips that appear in LEO under the "My Travel" tab should be reviewed regularly to confirm the processing status. Review the details of each trip that's in "In Processing" status. If the trip is valid, ensure all appropriate documentation is attached then click "Save and Send for Approval" again. If the trip is not valid, delete the trip.

Routine Travel Notes

- A Travel Authorization (TA) form is required for all routine travel. Routine travel refers to travel that occurs on a regular or recurring basis as part of your job duties (such as site visits, inspections, or recurring meetings).
- Travelers should submit one TA form covering all routine travel for the fiscal year.
- The approved TA form must be uploaded with every trip.
- A Travel Expense (TE) Report must be submitted monthly for reimbursement of routine travel expenses. LDH employees must use current LDH-issued TA form.
- Mileage reimbursements:
 - Mileage reimbursements require beginning and ending odometer readings with physical addresses of points visited entered in the mileage Comment box (or upload Map Calculation printouts in lieu of odometer reading).
 - Mileage must be entered in whole numbers, should not be rounded up, and is capped at 99-miles per day or roundtrip.
- Fuel reimbursement
 - When requesting reimbursement for rental car fuel, the TE Report must list points visited.
 - Itemized fuel receipts must be submitted with the vehicle rental receipt, and the dates must align.

User Guide For Entering Travel Expense (TE) Reports in LEO

- Itemized fuel receipts must include:
 - Date of purchase
 - Number of gallons and price per gallon
 - Name and address of the fueling station
 - Total dollar amount of fuel purchased
- Pre-paid fuel receipts are ***not allowed***.
 - A duplicate pre-paid receipt is acceptable only if it contains all details of an itemized receipt. Travelers must return to cashier after fueling to obtain the itemized receipt.
- Meals:
 - Meals are reimbursed only for travel that includes an overnight stay. Proof of overnight stay is required, either with an itemized hotel receipt or a “gratis stay” note documented in the TE Report.
 - Same day meals are not reimbursable via LEO.

Non-Routine Travel Notes

- Non-Routine Travel includes conferences, seminars, workshops (in-state and out-of-state), and any travel that is not part of an employee’s normal routine duties.
- A Travel Authorization (TA) form is required for all non-routine travel.
- Ground transportation:
 - Receipts are required for any ground transportation claim over \$10. (taxi, Uber, Lyft, shuttle service, etc.)
 - Gratuity/Tip must be listed on receipt and may not exceed 20% of the total transportation charge (see PPM49 for details).
- Airport Parking:
 - Parking at New Orleans International Airport and Baton Rouge Airport may only be reimbursed at the current contracted State Rate (see PPM49 for details).
- Conference travel
 - A conference agenda must be attached to confirm meals included with registration and any expenses paid by host or sponsor.
- Ethics Form:
 - For any travel sponsored or paid for by a third party, employees must complete and submit Ethics Form 413 to the Louisiana Board of Ethics within 60 days of accepting the sponsored travel.
 - The employee who accepts the sponsored travel is responsible for submitting the form. LDH Fiscal will not submit Ethics Form 413 on the employee’s behalf.



User Guide For Entering Travel Expense (TE) Reports in LEO

- Submission options:
 - Upload: <https://eap.ethics.la.gov/FileUpload/>
 - Fax: (225) 381-7271
 - Mail: Louisiana Board of Ethics, PO Box 4368, Baton Rouge, LA 70821
- A copy of the completed Ethics Form must also be provided to the LDH Travel Unit, either uploaded as an attachment with the Travel Expense (TE) Report or sent directly.

Helpful Links:

LDH Travel Resources: <https://www.ldh.la.gov/page/division-of-fiscal-management>

Office of State Travel (PPM49): <https://www.doa.la.gov/doa/ost/ppm-49-travel-guide/>

Tax Exemption Form: <https://www.doa.la.gov/media/er0b2lwj/travelexemption-travelexpense.pdf>

OST Travel Training Policy: <https://www.doa.la.gov/media/5zbhccsz/ppm49-training-07-01-2025.pdf>

GSA Per Diem Rates: <https://www.gsa.gov/travel/plan-book/per-diem-rates?gsaredirect=perdiem>

LDH Travel Helpdesk: LDH_Travel@la.gov

SuccessFactor: "LaGov-FI-Traveler Work Center" travel training course on how to create a Travel Expense Statement (TE) in LEO

Top Common Reasons Your TE May Be Returned for Corrections

Reminder: PPM49 requires complete documentation for every travel claim. Missing or incomplete documents will delay approval. The most common issues include:

- ✓ Uploading an incomplete or unapproved TA - Ensure your TA is complete and approved before attaching it to your TE. Incomplete or unapproved TAs cannot be accepted.
- ✓ Omitting the Ethics form - Attach the required Ethics form when travel involves an external sponsor or vendor. Omitting this form will delay processing.
- ✓ Failing to provide itemized receipts - Provide all receipts in final, itemized form (showing each charge and zero balance). Summary receipts alone are not sufficient.
- ✓ Selecting the correct trip region - Select the correct trip region to ensure that the appropriate per diem rates are applied.
- ✓ Excluding prepaid expenses - Record all CBA-paid expenses (such as airfare, lodging, or conference registration) in the TE as prepaid. Leaving these out will delay processing.
- ✓ Omitting departure/arrival time and hour - Enter your actual departure and return times. This information is required to calculate the correct meal reimbursement.



User Guide For Entering Travel Expense (TE) Reports in LEO

- ✓ Failing to provide a conference schedule/agenda to show conference details & meals provided - Attach the conference agenda or schedule. This documentation confirms travel dates and identifies meals provided with registration.
- ✓ Excluding physical addresses of locations traveled for mileage reimbursements - Include the full physical addresses of all locations traveled when claiming mileage reimbursement. Mileage cannot be verified without addresses.
- ✓ Failing to provide vehicle rental receipt - Attach the full vehicle rental receipt showing dates, itemized charges, and payment.
- ✓ Providing incorrect Odometer reading for the total mileage requested in the TE - Enter accurate odometer readings for total mileage claimed. Estimates or incorrect entries will delay reimbursement.
- ✓ Entering incorrect GSA expense meal types (Per Diem) and/or amounts when meals are claimed - Verify that meal claims match the correct GSA per diem type and amount. Incorrect entry of expense type or amounts will delay processing.