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 webiste 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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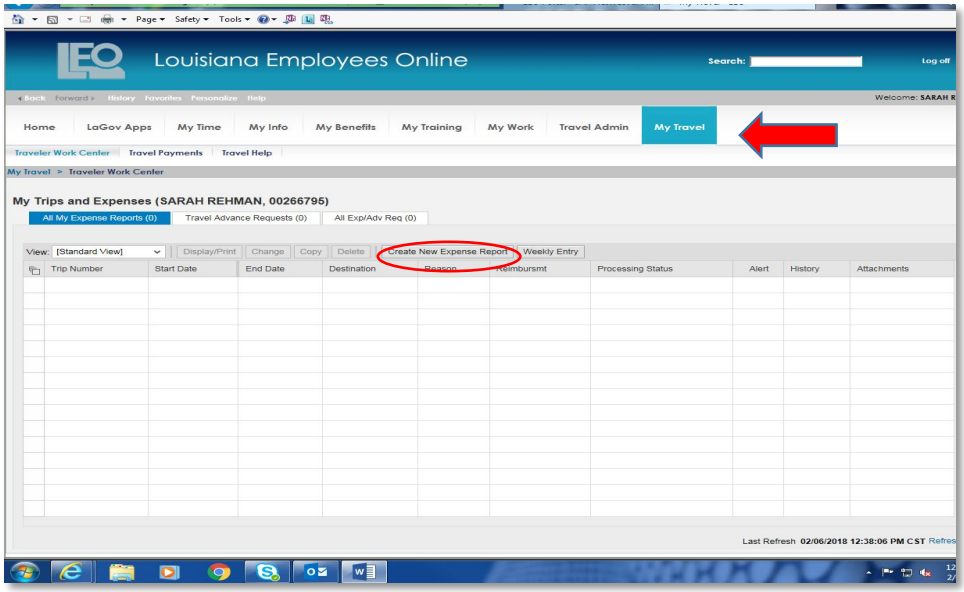
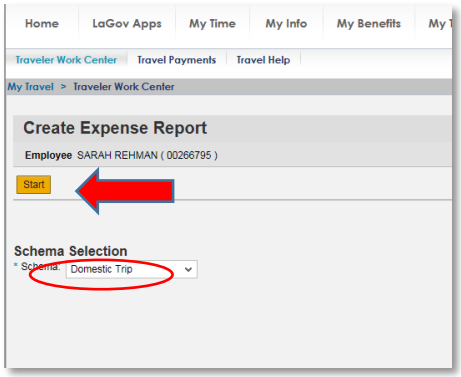


- **Schema Selection** field should default to Domestic Trip (do not change)
- Click **Start**



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

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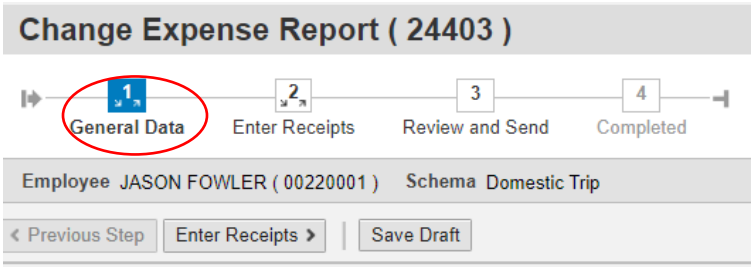
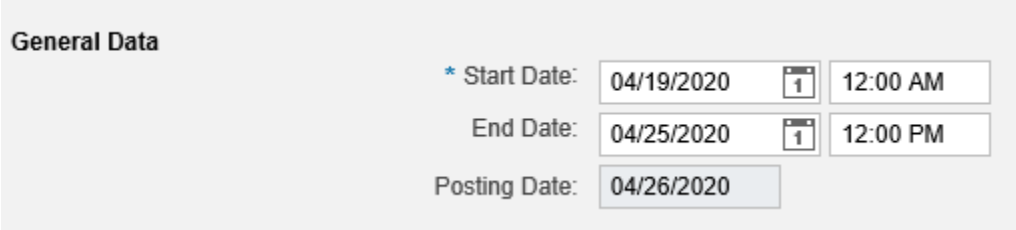
GENERAL DATA (STEP 1)



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.

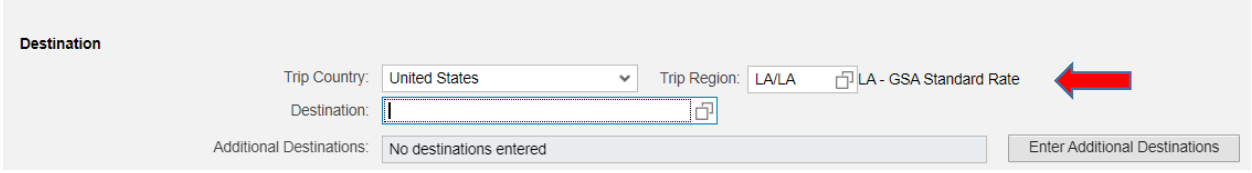


Destination

- **Trip Country**: United States

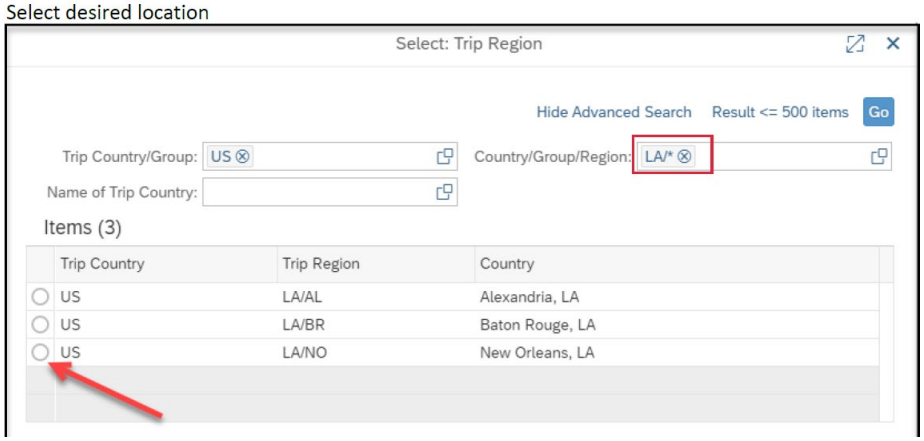
Trip Region: New region codes are now 5 digits. Ex: "LA/LA" for Baton Rouge, LA

- 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.

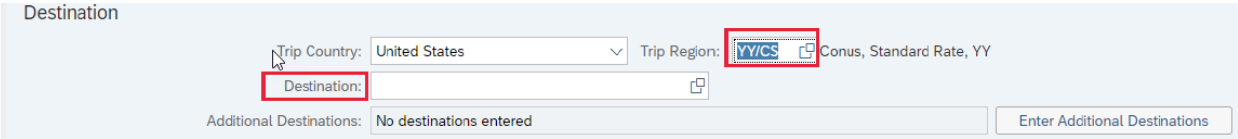


- If desired location is not known type LA/* for all LA available trip regions.

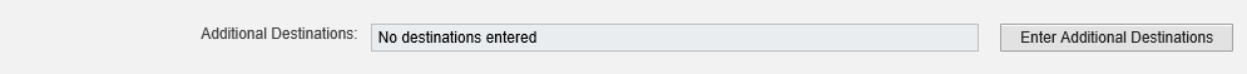
Select desired location



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**: 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 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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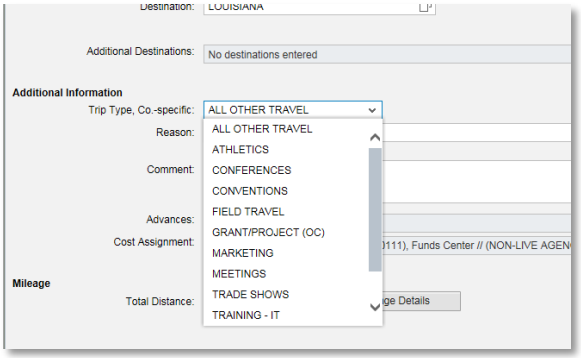
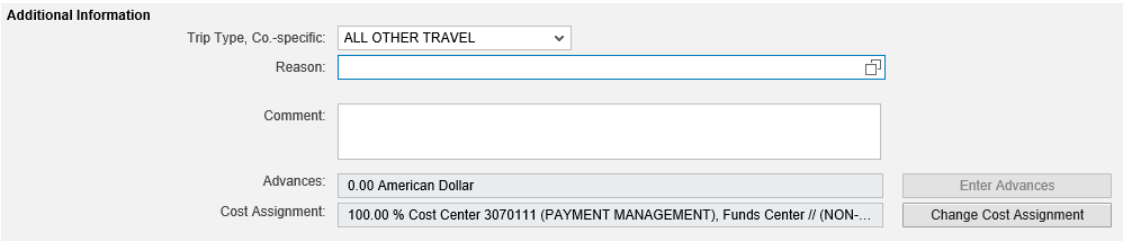


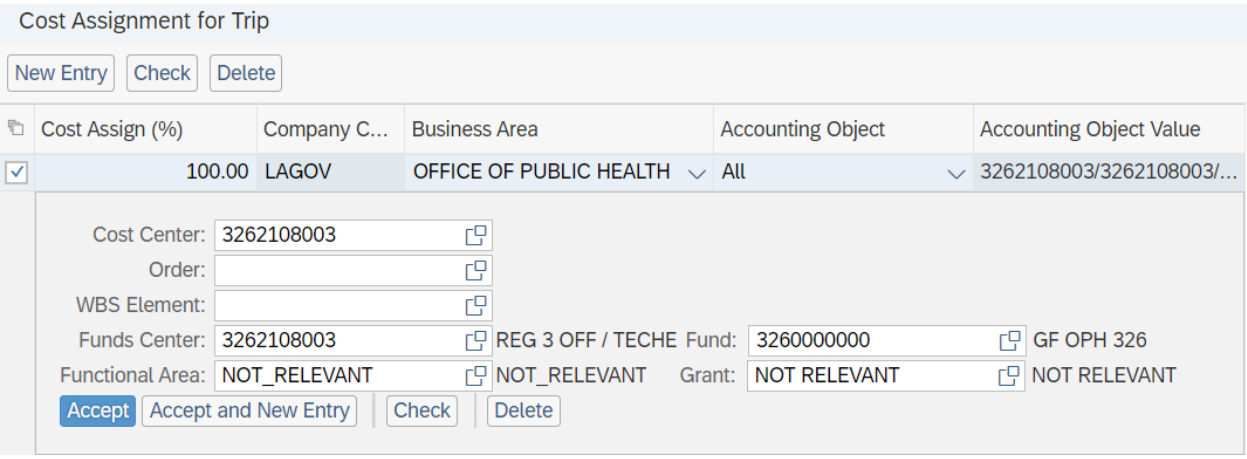
- **Reason/Purpose:** Free text field. Enter the purpose of your trip
- **Comment:** Free text field. Enter additional information to further support any request included in TE Report (e.g. notes regarding exemptions/exceptions to support any expenses; pyshcial address of location traveled; notes regarding uniques circumstances to support any expenses or documentaton 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

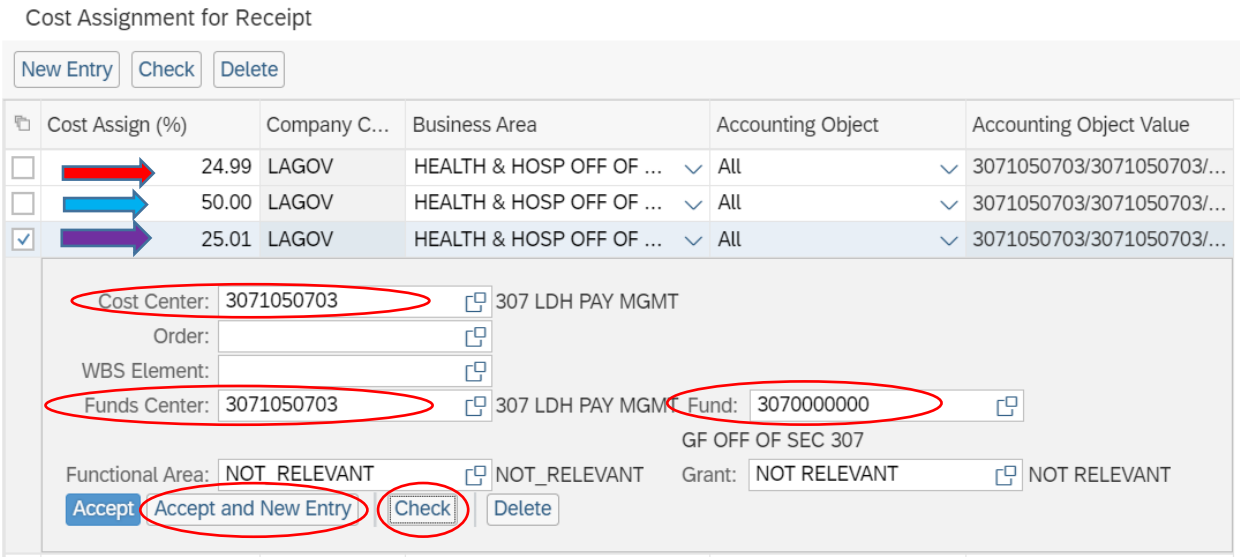
- **Grant** – Optional field; 8 to 12- (letters and/or numbers) Letter plus agency number, assigned grant number, and often grant fiscal year (e.g. (Allocation Element A3268000 or Grant U3265171.0723)



- 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.



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)

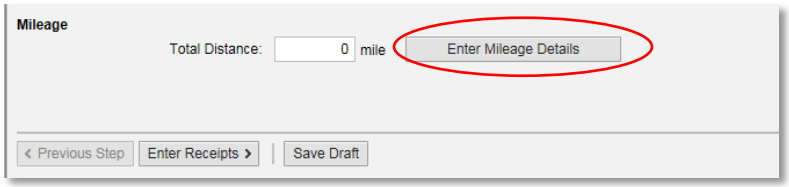
- First line of cost assignment for amount: $42.73 of total only 24.99% of total cost assigned ($42.73 divided by total $170.94= 24.99%)
- Second line of cost assignment for amount: $85.47 of total only 50% of total cost assigned ($85.47 divided by total $170.94= 50%)
- Third line of cost assignment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

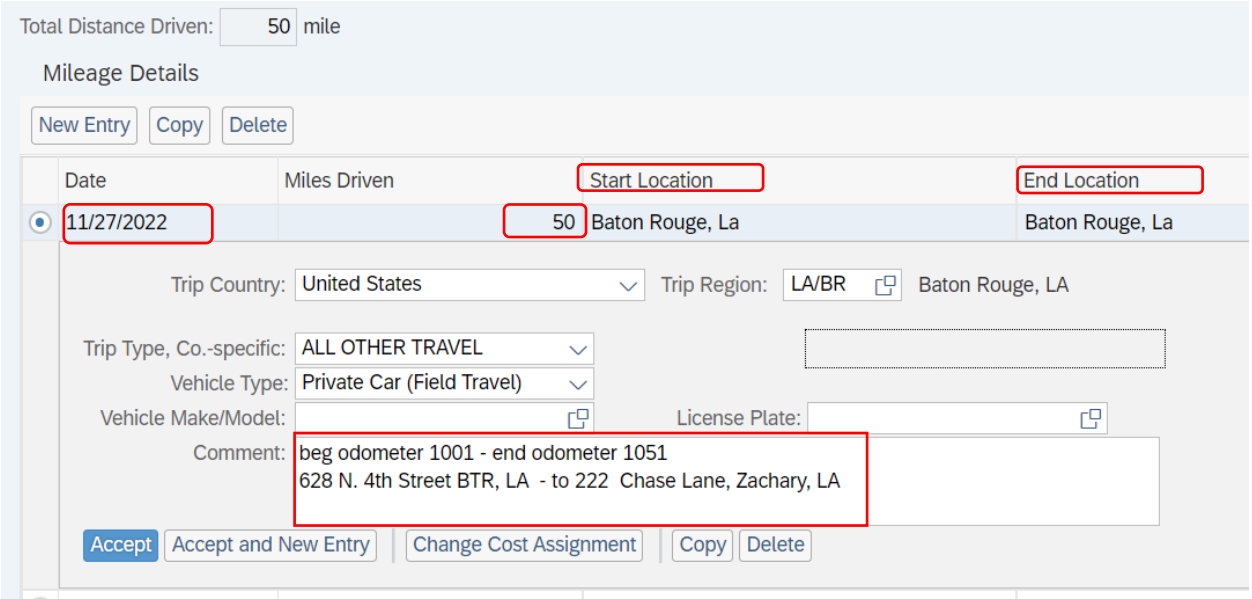
This step is only required if mileage reimbursement is being requested. If there is no mileage to enter, proceed to the next section to Enter Receipts.

- 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.

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



- 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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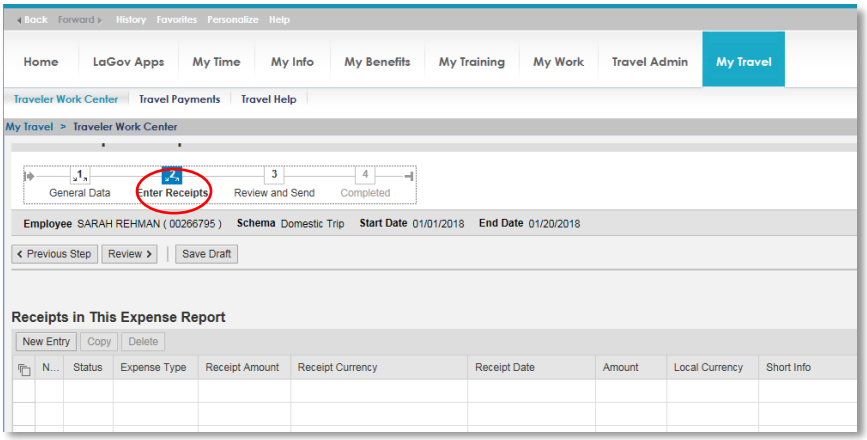
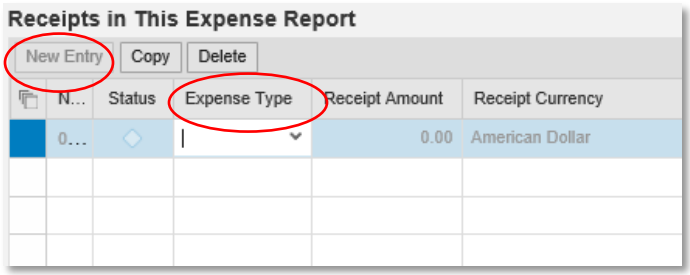
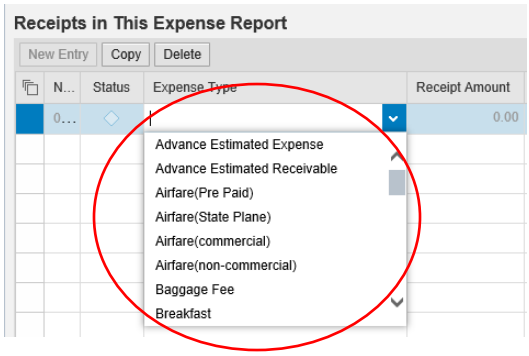


All requested reimbursements must be listed in the **Enter Receipts** section. Include expenses that were paid directly by traveler; Include **ALL** expenses that were paid on the CBA travel account (e.g. lodging, airfare, registration, vehicle rental)

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



- Select the appropriate Expense Type from the menu options



- Enter the expense details

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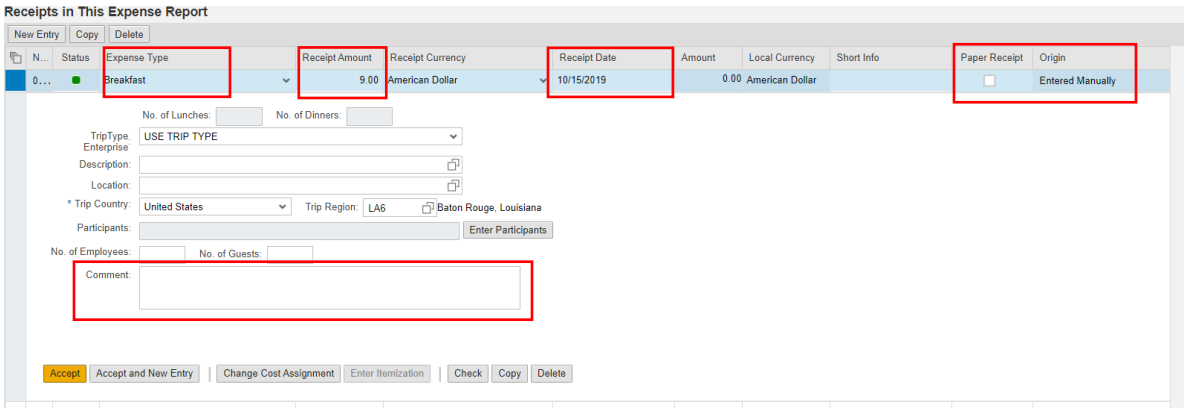
- Expenses must be entered with correct amounts per current PPM49 GSA rates per Region
- Expenses must be listed with correct dates for each item (based on trip details per supporting documentation)
- Click "**Accept and New Entry**" to enter multiple expenses (update details accordingly until all are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



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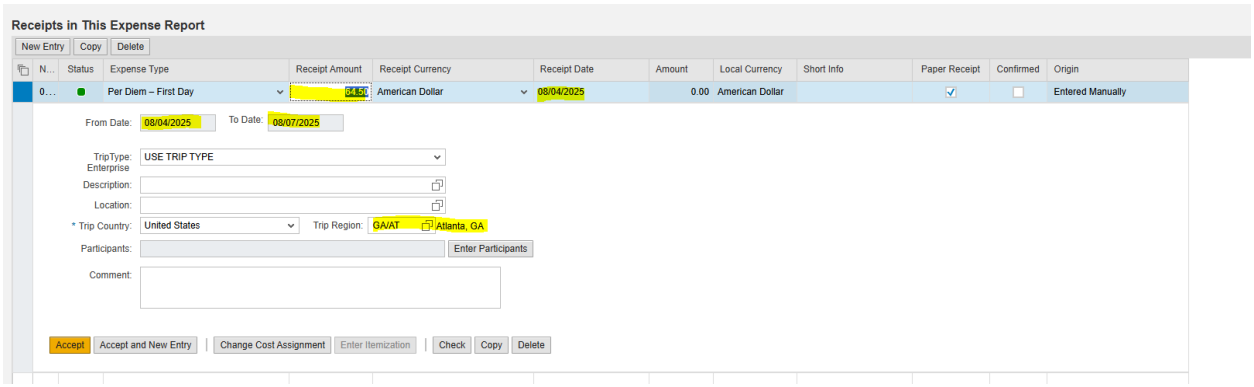
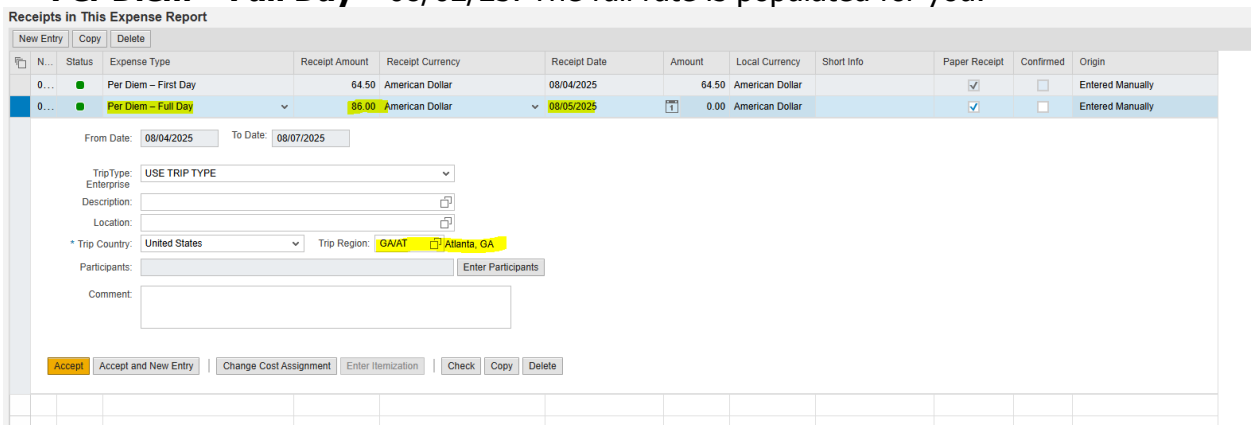
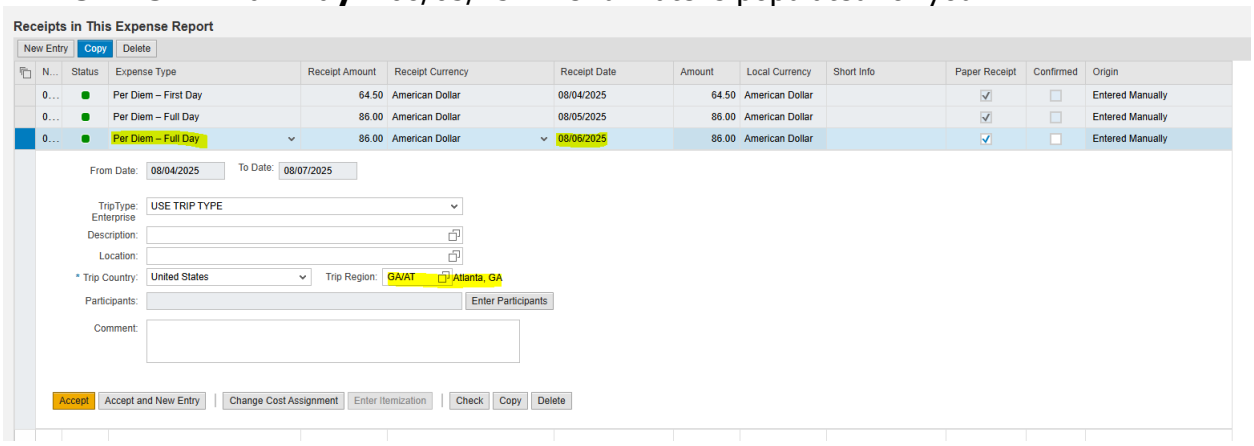
Per Diem – First Day – 08/01/25. The rate is populated for you @ 75% of the Total Per Diem



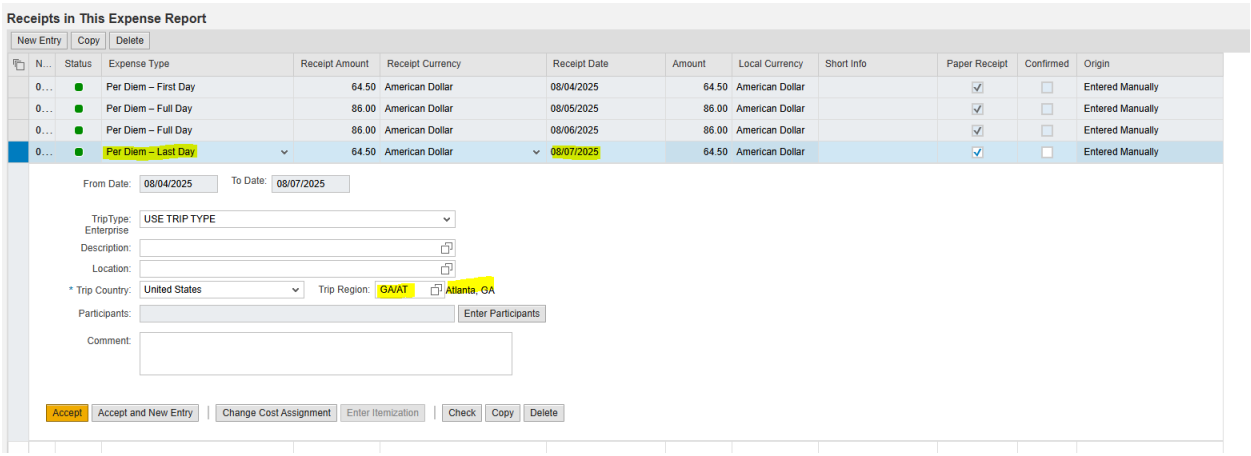
- **Per Diem – Full Day** – 08/02/25. The full rate is populated for you.



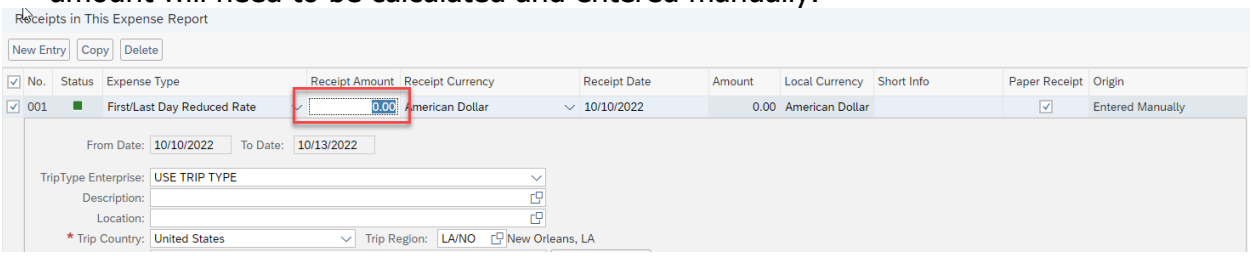
- **Per Diem – Full Day** – 08/03/25. The full rate is populated for you.



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



- **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.



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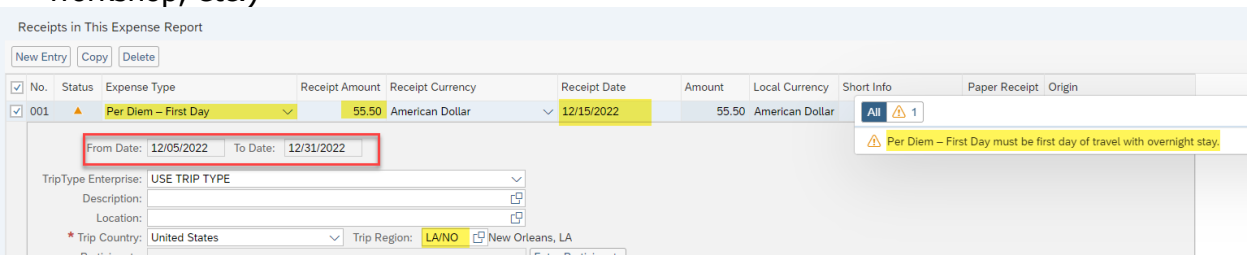
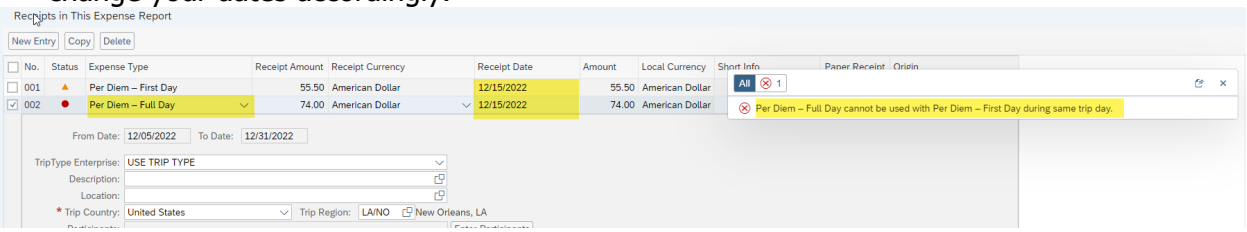
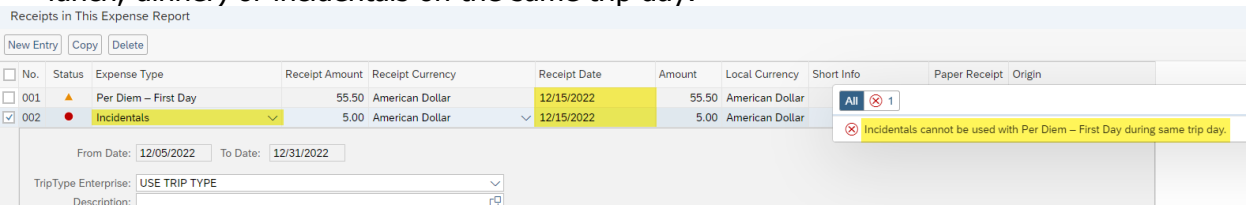
- For travelers who process travel reimbursements on a monthly basis, and have occasional routine overnight travel throughout the month, expense types "Per Diem- First Day" and "Per Diem – Last Day" will generate a warning message when used other than the first and last day of the trip. This is just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



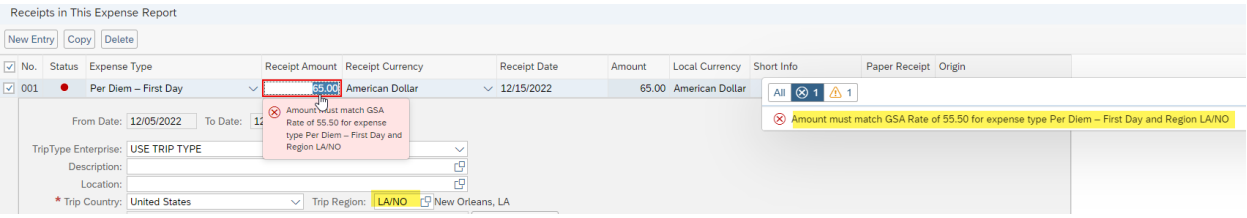
- Only one Per Diem expense type can be used during the same trip day. Make sure to change your dates accordingly.



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

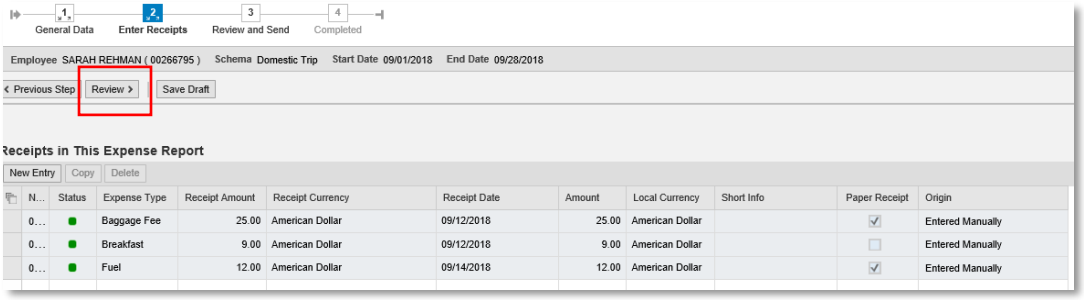


- Per Diem expense type amounts cannot be changed

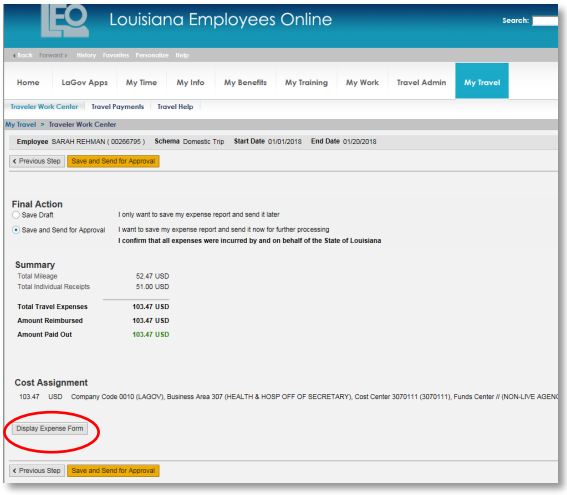


  - Tolls/Parking: receipts are required if amount exceeds $5
  - Check the **Paper Receipt** box for expenses that require actual receipts, per PPM49 travel guidelines (uncheck if receipts are not required)

- 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**



- 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**



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

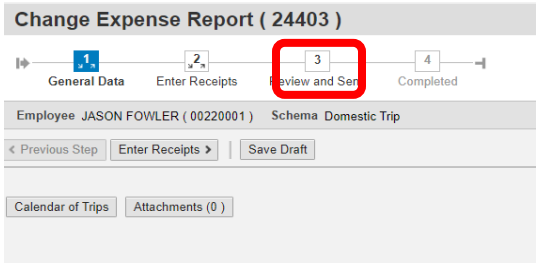
You are now ready to proceed to the next step, Review and Send for Approval.

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

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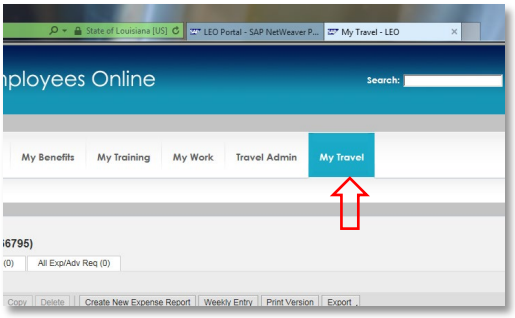
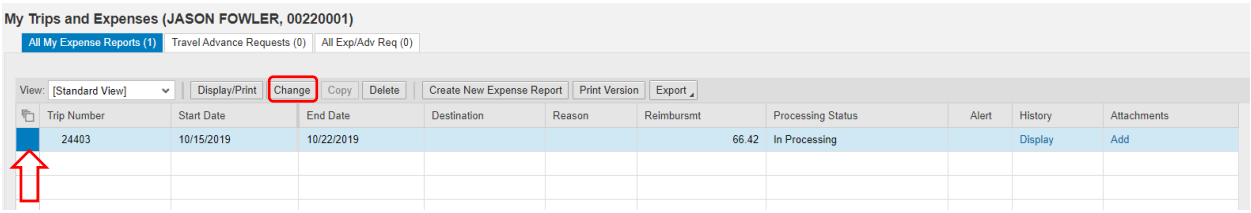
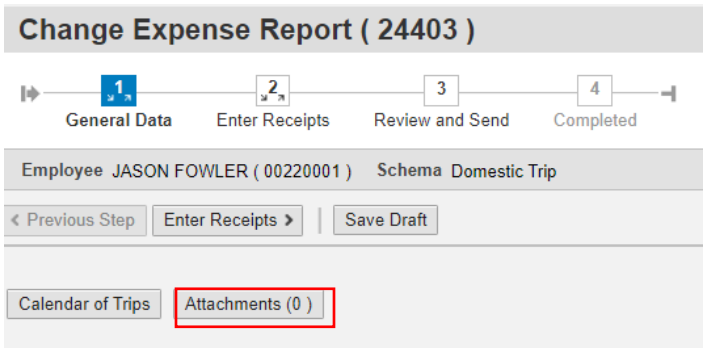


- Select the applicable Trip Number
- Click **Change**

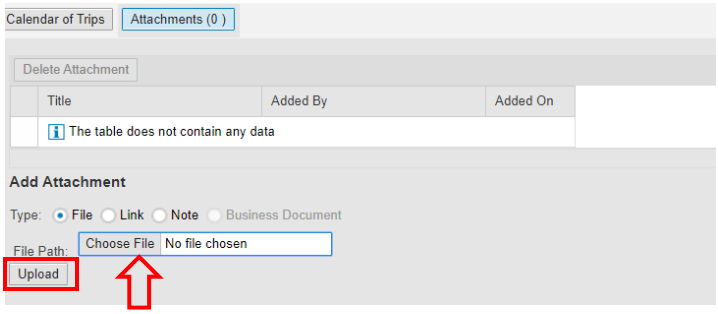


- The Travel Expense report will populate
- Click **Attachments**



- 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

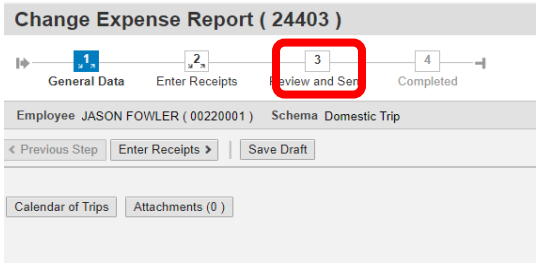


You are now ready to proceed to the next step, Review and Send.

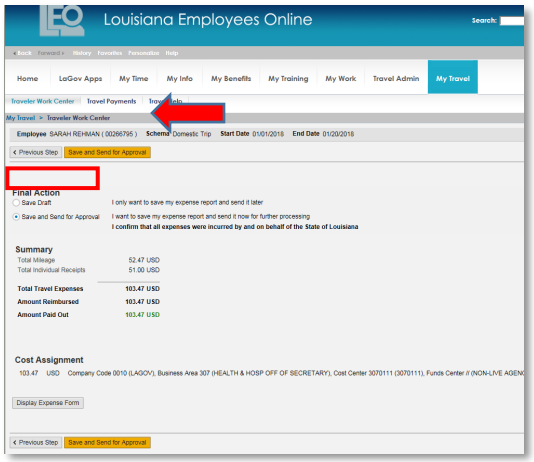
REVIEW AND SEND (STEP 3)

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)



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



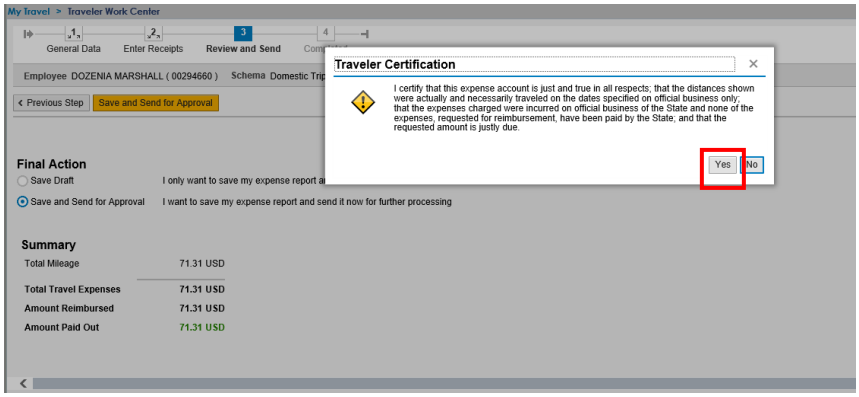
User Guide For Entering Travel Expense (TE) Reports in LEO

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**



- 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.

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

Travel Expense Report Processing Status/Workflow Verification
▪ 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 ▪ **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.

  - 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.

- 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/5zbhcssz/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.

- ✓ 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.