

TRAVEL FREQUENTLY ASKED QUESTIONS

Travel Authorization and Arrangements

What documentation do I need before making travel arrangements?

You'll need an approved Travel Authorization (TA) before making any arrangements. Once it's approved, you may proceed with making any needed travel arrangements for the approved event. For lodging, registration, or airfare, coordinate with your agency's CBA account holder for payment. *(Tip: Bring your personal credit card for incidentals at hotel check-in.)*

Who approves my TA?

Your immediate supervisor and the delegated travel authority must approve your TA.

Who is the CBA account holder for my agency?

Check with your supervisor for your agency's designated CBA account holder.

Preparing for Travel

What should I do before departing for my trip?

- Bring a hotel tax-exempt form (copy provided by CBA cardholder) to present at check-in.
- Confirm all reservations (airfare, registration, hotel, rental vehicle if applicable).
- Verify you have travel privileges in LEO so you can submit your Travel Expense (TE) upon return.

How do I obtain travel privileges in LEO?

In order to obtain travel privileges in LEO to obtain the Travel tab, your supervisor will need to request your access by emailing LDH_Travel@LA.GOV with your name, P-number, cost coding, and effective hire date.

During Travel

What should I do while traveling?

- Present the hotel tax-exempt form at check-in.
- Review your itemized hotel receipt for accuracy before checkout.
- Keep itemized receipts for all expenses.

After Travel

What should I do after returning?

- Gather all receipts, your approved TA, the final agenda, and any other supporting documentation.
- Submit your TE Report in LEO within 30 days of your return to ensure timely reimbursement.

How do I access LEO to enter travel?

Log into [LEO](#) and click the “My Travel” tab. *(Note: You will need to have travel privileges to access this feature.)*

Reimbursable Expenses**What expenses are reimbursable?****Reimbursable expenses include:**

- Ground transportation
- Parking and tolls
- Baggage fees
- Internet charges
- Meals (per PPM49)
- Fuel for rental cars
- Rideshare tips (up to 20% of trip total)
- Mileage up to 99 miles (unless prior approval is granted to exceed)

Do I need receipts for reimbursement?

Yes. Please submit all itemized receipts for all expenses, except meals. (Itemized means it shows each detail charge, not just a total).

What are the Meal & Incidental Expense (M&IE) rates for the first and last day?

You are reimbursed at 75% of the total M&IE rate. Check [GSA per diem rates](#) for current meal and lodging rates.

Travel Rules**What if I take a detour while traveling?**

If your route changes for business reasons, simply note the reason in the “Comments” section of your TE Report so it’s clear to approvers.

What documentation is required for mileage?

Provide odometer readings **or** a mileage calculation (e.g., Google Maps, MapQuest).

Can I be reimbursed for travel within my domicile?

Not usually. Exceptions may be granted with prior approval from your delegated authority.

What is domicile travel?

Your domicile is typically the parish where most of your work is performed, usually where your office is located.

Routine vs. Non-Routine Travel

What is routine travel?

Travel that's a recurring part of your job duties (daily, weekly, monthly, or quarterly).

***Examples:** Site inspections, field visits, quarterly meetings/trainings, administrative errands, frequent in-state travel.*

What is non-routine travel?

Travel outside your normal job duties such as conferences, workshops, summits, or out-of-state travel.

***Examples:** Annual or semi-annual trainings, conferences, workshops, summits, out-of-state meetings.*

Emergency Travel

Who do I contact in an emergency?

In an emergency, start with your direct supervisor. You can also contact your agency's CBA account holder if you need urgent travel-related assistance.