



LDH Travel Authorization Form Instructions

An LDH Travel Authorization (TA) form is required for anyone traveling on official business, including, but not limited to:

- LDH Employees on Routine Travel
- LDH Employees on Non-Routine Travel
- LDH Employees on Virtual or In-Person Conference Travel
- Affiliated Board Members

The following information is required for each LDH Travel Authorization form:

- Itemization of all estimated expenses (Airfare, Vehicle Rental, Personal Mileage, Lodging, Meals, Registration, Ground Transportation, Parking, Luggage, and Other Incidentals)
- Signature from Traveler (to acknowledge trip details and understanding of obligations; the *date of signature serves as the official TA request date*)
- Approval from Traveler's Supervisor and the agency's Delegated Authority for travel (if this is the same person, they must sign in both sections)
- Supporting documentation for all itemized expenses must be attached to the TA form (conference agenda, registration details, lodging details, conference lodging rate details, airfare details, vehicle rental, sponsorship details, mileage calculator, odometer reading, etc.)

An LDH Travel Authorization form is required even if there is no cost for the travel or if there are no expense reimbursements.

An LDH Travel Authorization form must be completed for each individual traveler.

The LDH Travel Authorization form must be completed and approved before travel occurs and before any travel arrangements are booked.

The LDH Travel Authorization form must be submitted to the traveler's Supervisor for review and approval based on the agency's/section's internal deadlines. Sufficient time must be allowed for the following to occur before the trip begins: 1) Supervisor's review and approval; 2) Delegated Travel Authority's review and approval; 3) agency's/section's CBA Travel Accountholder's processing of travel accommodations that must be paid with the CBA Travel Account.

The approved LDH Travel Authorization form should be maintained by the Traveler, Approvers, and CBA Travel Accountholder for tracking purposes (*electronic copies can be utilized*).

See the following pages for an image of the revised LDH Travel Authorization form and completion instructions.

TA Requirement Exception: An LDH Travel Authorization form is *not* required for LDH Contractors who are traveling as a requirement of a contract. The contract serves as the Contractor's authorization to travel on behalf of LDH.

For travel related questions, contact the LDH Travel team at LDH_Travel@la.gov (**do not contact the Office of State Travel**).



LDH Travel Authorization Form Instructions

Below is an image of the current LDH Travel Authorization form. See the next page for completion instructions.

REQUEST FOR AUTHORIZATION TO TRAVEL			
** A Travel Authorization is Required For All Travel. **			
Traveler's Name & Personnel #	1	Travel Dates (Departure - Return)	2
Agency Name & Section Name	3	Destination City & State	4
Traveler's Home Address	5	Traveler's Official Work Domicile (Parish)	6
Type of Travel	<input type="checkbox"/> Routine In-State <input type="checkbox"/> Out-of-State <input type="checkbox"/> Conference (In-State and Out-Of-State) <input type="checkbox"/> Workshop/Training/Seminar/Meeting (In-State and Out-Of-State) <input type="checkbox"/> Sponsored		
Purpose Of Travel	8		
LeGov Expenditure Coding (* Required Codes)			
Business Area #:	9	Fund #:	10
Grant (required for Federal Fund Codes):	13	Cost Center #:	11
Internal Order (required for some Grants):	15	WBS Element (required for Grants):	14
		Statistical Order (required for some Grants):	15
Estimated Expenses		Special Approvals/Justification/Requirements	
\$	17	Airfare (lowest logical rate)	<ul style="list-style-type: none"> * Use of CBA Account is Mandatory * Airfare <u>must</u> be booked through LA contracted agency (Christopherson) No Exceptions * Use lowest logical airfare and book at least 30 days prior to travel (estimate up for charges that may occur before booking is secured)
\$	18	Vehicle Rental	<ul style="list-style-type: none"> * Use of USA Account is Mandatory * Rental Must Be Booked Through LA Contracted Agency (Enterprise/Hertz/National) No Exceptions * Should be Used for Travel Over 99 Miles if Fleet Vehicle is not Available * Requires Prior Approval by Delegated Travel Authority
\$	19	Personal Vehicle Mileage	<ul style="list-style-type: none"> * Requires Proof of Mileage (e.g. Odometer Reading, MapQuest Mileage Calculator, etc.) * Requires Prior Approval by Delegated Travel Authority if miles exceed 99
\$	20	Lodging	<ul style="list-style-type: none"> * Use of CBA Account is Mandatory <input type="checkbox"/> Conference Hotel Used (Check Box if Applicable) (Requires Receipts and Proof of Conference Hotel Designation and Rates) <input type="checkbox"/> Up to 50% Coverage Allowance for Routine Non-Conference Lodging (Check Box if Applicable) (Requires Receipts and Proof of Attempts to Obtain Best State Rates)
\$	21	Meals	<ul style="list-style-type: none"> * Must use GSA Rates for the Applicable Travel Location * Reimbursement for the First and Last Days of Travel is Limited to 75% of the Total MBRE Rate for the Applicable Travel Location
\$	22	Registration (per PPM49)	<ul style="list-style-type: none"> * Use of CBA Account is Mandatory
\$	23	Ground Transportation (per PPM49)	<ul style="list-style-type: none"> * Requires Itemized Receipts (Examples Include: Uber, Bus, Subway, Taxi, Shuttle, etc.)
\$	24	Parking (per PPM49)	<ul style="list-style-type: none"> * Requires Itemized Receipts (per PPM49)
\$	25	Luggage (per PPM49)	<ul style="list-style-type: none"> * Requires Itemized Receipts (1-5 Days = 1 Bag; 6+ Days = 2 Bags)
\$	26	Other Allowable Expenses (per PPM49)	<ul style="list-style-type: none"> * Itemize Other Expenses and Amounts (Tips, Tolls, Communication, etc.) (Itemized Receipts may be Required, per PPM49)
\$	27	Total Estimated Trip Expenses (under estimated costs require additional approval)	<ul style="list-style-type: none"> Supporting Documentation Required for Estimated Expenses (e.g. Agenda, Registration, Conference Hotel & Rate, Flight, Mileage Calculator, Odometer Reading, Itemized Receipts, etc.)
** Traveler must ensure all estimated expenses are in compliance with current PPM49 Travel Guidelines at www.doh.la.gov/doh/cost/ppm-49-travel-guide/ . **			
Traveler Acknowledgements 28			
<ul style="list-style-type: none"> * I understand I must comply with all current PPM49 travel guidelines and LDH travel policies and procedures. * If personal mileage reimbursement is for more than 99 miles, I attest that both a fleet vehicle and a vehicle rental were unavailable for each trip over 99 miles. * I understand upon returning from my trip, I must reconcile and submit a Travel Expense (TE) Report for reimbursement of any out-of-pocket expenses to my Supervisor in accordance with my agency's internal deadline to ensure the LDH Travel office receives my Travel Expense Report within 30 days of the trip end date. * I understand if my travel Expense Report is submitted late, it may be subject to non-reimbursement. * I understand LDH's unused airline ticket policy. 			
Traveler's Signature	29	DATE	30
APPROVALS		NAME & SIGNATURE	
Traveler's Supervisor (required)	Name: 31	Signature: 32	33
Optional Approval (as required by agency)	Name: 34	Signature: 35	36
Delegated Travel Authority (required) (not the same as Approving Authority)	Name: 37	Signature: 38	39



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The revised LDH Travel Authorization form must be completed 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 and 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
- 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 travel agency)
- Box 18:** Estimated vehicle rental cost (per state contracted agency (Enterprise/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 to supervisor that both a fleet and rental vehicle were unavailable; must have additional approval by Delegated Travel Authority on TA form; some sections/agencies may require a memo showing approval for actual mileage reimbursement for routine travel for the fiscal year due to the nature of certain positions or programs)
- Box 20:** Estimated lodging cost for overnight travel days (not to exceed current year PPM49 Tier rates)
- Box 21:** Estimated cost of meals for travel days (not to exceed current year PPM49 Tier 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 (tips, business calls, business internet access, etc.)
- Box 27:** Grand Total Estimated Expenses (must 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
- Box 31:** Supervisor's printed name
- Box 32:** Supervisor's Signature
- Box 33:** Date of Supervisor's signature
- Box 34:** Optional Approver's printed name (if required by agency)
- Box 35:** Optional Approver's Signature
- Box 36:** Date of Optional Approver's signature
- Box 37:** Delegated Travel Authority's printed name
- Box 38:** Delegated Travel Authority's Signature (for approval to travel)
- Box 39:** Date of Delegated Travel Authority's signature

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