



User Guide For Entering Travel Expense Reports in LEO

INTRODUCTION

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

Travel Expense 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 Expense Report information after each trip and then submit the Expense Report at the end of each month.

Travel Expense Reports are due to the LDH Travel section within 30 days of the trip end date. Therefore, remember to submit your signed travel Expense Reports 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.** PPM-49 §1503. GENERAL SPECIFICATIONS C. Requests for Reimbursement Agencies shall review travel reimbursements to verify the documentation and complete processing within thirty (30) days of receiving the final reimbursement submission.

Pending trips should be reviewed on regular basis (at least weekly) to ensure accuracy. Review your travel trips that appear in LEO under the "My Travel" tab. If there are trips listed in "In Processing" status, those trips are not completed and additional action is needed. 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". If the trip is not valid, delete the trip. Compliance regarding this matter will assist in ensuring accurate and timely processing of Travel Expense reimbursement payments.

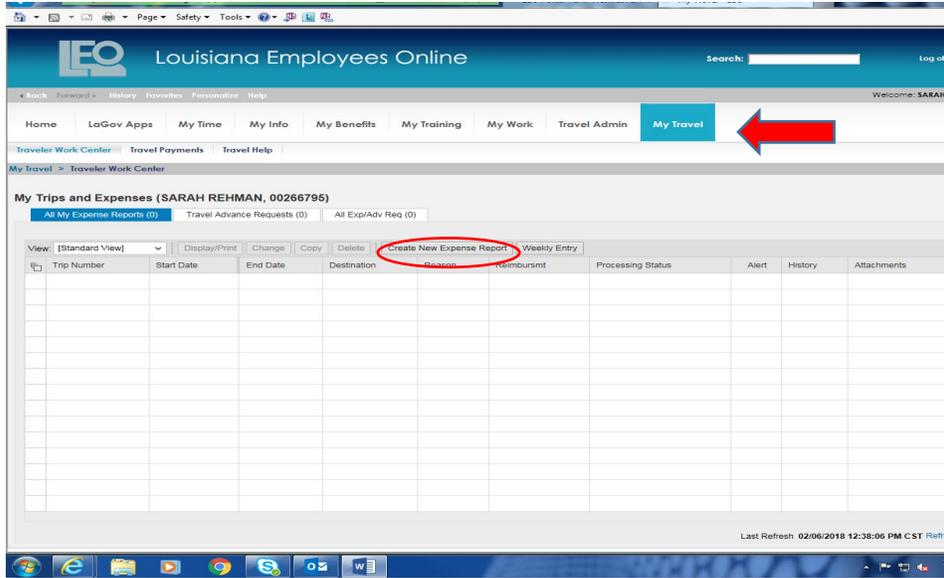
It is important to note that PPM49 travel guidelines are subject to change any time during the year. Therefore, when making travel arrangements and entering Travel Expense Reports, it is critical to refer to the Office of State Travel's website for the current Travel Guide, addendums, and updates (<https://www.doa.la.gov/pages/osp/travel/TravelPolicy.aspx>).

Please note that the Office of State Travel offers a mobile app to assist employees while traveling on official state business: [PPM49 App](#). Use of this app is strongly encouraged, especially for frequent travelers

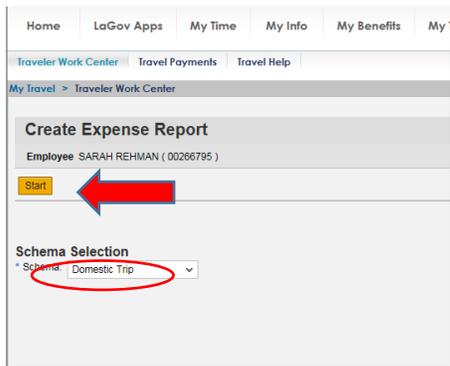
Follow the procedures noted below to submit a Travel Expense Report in LEO. If you have any travel-related questions, contact the LDH Travel team at LDH_Travel@la.gov.

User Guide For Entering Travel Expense Reports in LEO

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



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

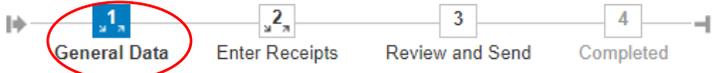


You are now ready to begin the Travel Expense (TE) report data entry

User Guide For Entering Travel Expense Reports in LEO

GENERAL DATA (STEP 1)

Change Expense Report (24403)



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/BR" for Baton Rouge, LA
 - State Abbreviation - Found on the GSA website
 - /
 - Two digits for the city or location of travel
 - The system defaults to Baton Rouge LA/BR. To change the region, remove LA/BR and type the new code if known.

Destination

Trip Country: United States Trip Region: LA/BR Baton Rouge, LA

Destination:



User Guide For Entering Travel Expense Reports in LEO

- 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: Country/Group/Region:

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: Trip Region: Conus, Standard Rate, YY

Additional Destinations:

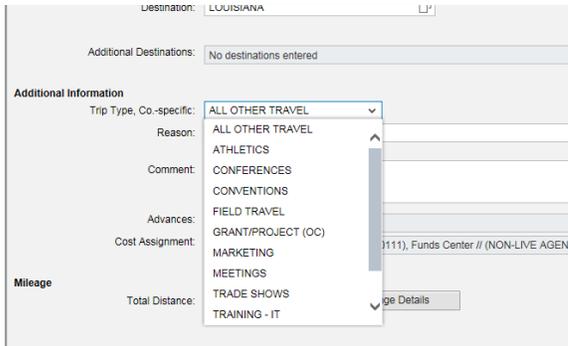
- **Destination:** Free text field that allows you to enter additional information regarding your destination.
- **Additional Destination:** For travel to more than one region in Louisiana, enter "Louisiana" in this field. This field is optional.

Additional Destinations:

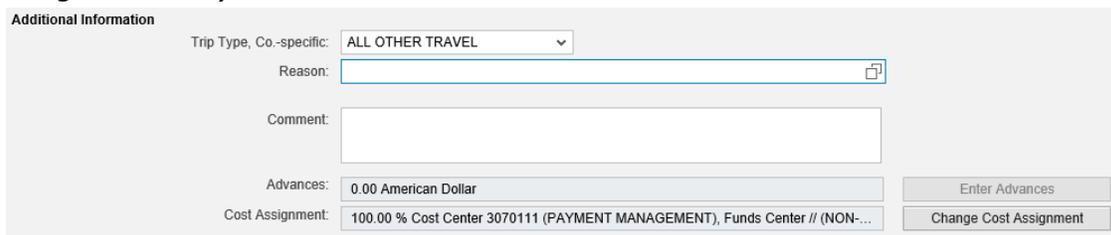
Additional Information

- **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)

User Guide For Entering Travel Expense Reports in LEO



- **Reason:** Free text field. Enter additional information to further support request, if desired
- **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, Organization Number, and Reporting Category 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

User Guide For Entering Travel Expense Reports in LEO

- **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:
 Order:
 WBS Element:
 Funds Center: REG 3 OFF / TECHE Fund: GF OPH 326
 Functional Area: NOT_RELEVANT Grant: 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: 307 LDH PAY MGMT
 Order:
 WBS Element:
 Funds Center: 307 LDH PAY MGMT Fund: GF OFF OF SEC 307
 Functional Area: NOT_RELEVANT Grant: NOT RELEVANT

User Guide For Entering Travel Expense Reports in LEO

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)

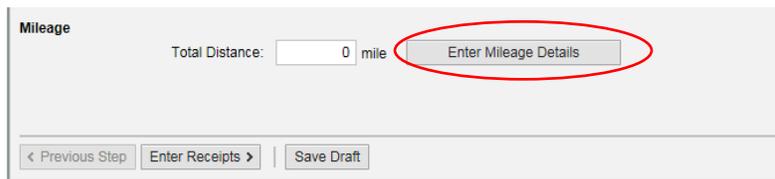
-  First line of cost assignment for amount: \$42.73 of total only 24.99% of total cost assigned (\$42.73 divided by total \$170.94= 24.99%)
-  Second line of cost assignment for amount: \$85.47 of total only 50% of total cost assigned (\$85.47 divided by total \$170.94= 50%)
-  Third line of cost assignment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

User Guide For Entering Travel Expense Reports in LEO

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

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:

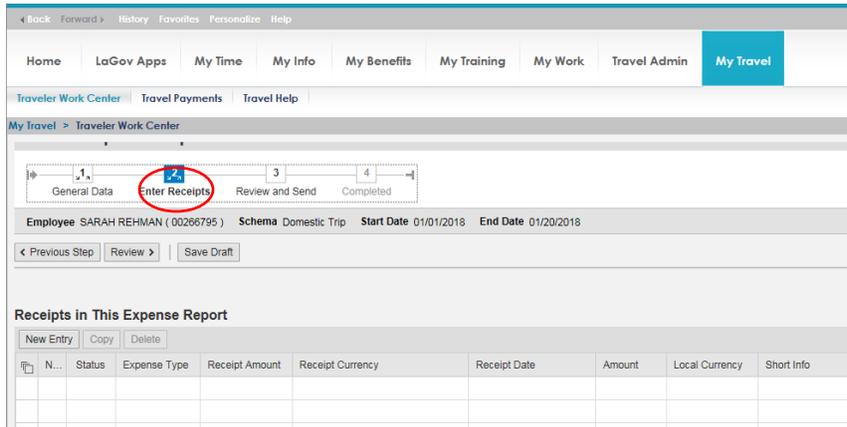
- If mileage is being entered for one day only, click "Accept", then click "Accept" again to return to the previous page.
- If mileage is being entered for multiple days, click "Accept and New Entry". Update the date accordingly and repeat the steps noted above until all mileage dates are entered.
- 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

Fiscal year 2023 trips prior to 10/01/2022 (07/01/2022 through 09/30/2022) the previous 3 digit region codes should be used. (Ex. Baton Rouge "LA6")

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

User Guide For Entering Travel Expense Reports in LEO

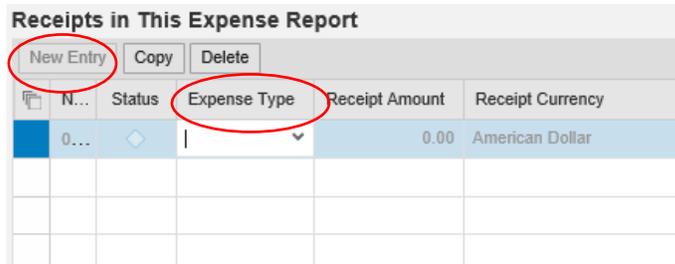
ENTERING RECEIPTS (STEP 2)



The screenshot shows the 'My Travel' section of the LEO system. The 'Enter Receipts' step is highlighted with a red circle. Below the navigation bar, there is a progress indicator with four steps: 1. General Data, 2. Enter Receipts (highlighted), 3. Review and Send, and 4. Completed. The employee information is SARAH REHMAN (00266795) on a Domestic Trip from 01/01/2018 to 01/20/2018. A table titled 'Receipts in This Expense Report' is visible at the bottom, with columns for N..., Status, Expense Type, Receipt Amount, Receipt Currency, and Short Info.

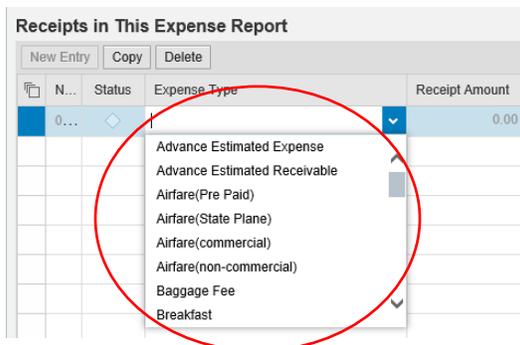
All requested reimbursements must be listed in the **Enter Receipts** section. Only include expenses that were paid directly by traveler; do not include expenses that were paid with the CBA travel card (e.g. lodging, airfare, registration, vehicle rental)

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



This close-up shows the 'Receipts in This Expense Report' table. The 'New Entry' button is circled in red. The 'Expense Type' column header is also circled in red, and a drop-down arrow is visible in the first row of this column. The table has columns for N..., Status, Expense Type, Receipt Amount, and Receipt Currency.

- Select the appropriate Expense Type from the menu options



This close-up shows the 'Expense Type' dropdown menu. The menu is open, displaying a list of options: Advance Estimated Expense, Advance Estimated Receivable, Airfare(Pre Paid), Airfare(State Plane), Airfare(commercial), Airfare(non-commercial), Baggage Fee, and Breakfast. The dropdown arrow is circled in red.

User Guide For Entering Travel Expense Reports in LEO

- Enter the expense details
 - Expenses must be entered with correct amounts per current PPM49 tier 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

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:

Trip Type: USE TRIP TYPE

Enterprise:

Description:

Location:

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

Participants: Enter Participants

No. of Employees: No. of Guests:

Comment:

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

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 12/01/22-12/04/22 **Per Diem – First Day** – 12/01/22. The rate is populated for you @ 75% of the Total Per Diem

User Guide For Entering Travel Expense Reports in LEO

Receipts in This Expense Report

<input checked="" type="checkbox"/>	No.	Status	Expense Type	Receipt Amount	Receipt Currency	Receipt Date	Amount	Local Currency	Short Info	Paper Receipt	Origin
<input checked="" type="checkbox"/>	001	■	Per Diem – First Day	55.50	American Dollar	12/01/2022	0.00	American Dollar		<input type="checkbox"/>	Entered Manually

From Date: 12/01/2022 To Date: 12/04/2022

TripType Enterprise: USE TRIP TYPE

Description:

Location:

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

- **Per Diem – Full Day – 12/02/22.** The full rate is populated for you.

Receipts in This Expense Report

<input type="checkbox"/>	No.	Status	Expense Type	Receipt Amount	Receipt Currency	Receipt Date	Amount	Local Currency	Short Info	Paper Receipt	Origin
<input type="checkbox"/>	001	■	Per Diem – First Day	55.50	American Dollar	12/01/2022	55.50	American Dollar		<input type="checkbox"/>	Entered Manually
<input checked="" type="checkbox"/>	002	■	Per Diem – Full Day	74.00	American Dollar	12/02/2022	74.00	American Dollar		<input type="checkbox"/>	Entered Manually

From Date: 12/01/2022 To Date: 12/04/2022

TripType Enterprise: USE TRIP TYPE

Description:

Location:

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

Meal Expense Types can still be used if a meal was provided at a conference and needs to be excluded. In this scenario you will need to also enter new expense type **Incidentals** for 12/03/22

Receipts in This Expense Report

<input type="checkbox"/>	No.	Status	Expense Type	Receipt Amount	Receipt Currency	Receipt Date	Amount	Local Currency	Short Info	Paper Receipt	Origin
<input type="checkbox"/>	001	■	Per Diem – First Day	55.50	American Dollar	12/01/2022	55.50	American Dollar		<input type="checkbox"/>	Entered Manually
<input type="checkbox"/>	002	■	Per Diem – Full Day	74.00	American Dollar	12/02/2022	74.00	American Dollar		<input type="checkbox"/>	Entered Manually
<input type="checkbox"/>	004	■	Breakfast	17.00	American Dollar	12/03/2022	17.00	American Dollar		<input type="checkbox"/>	Entered Manually
<input type="checkbox"/>	005	■	Lunch	18.00	American Dollar	12/03/2022	18.00	American Dollar		<input type="checkbox"/>	Entered Manually
<input type="checkbox"/>	006	■	Dinner	34.00	American Dollar	12/03/2022	34.00	American Dollar		<input type="checkbox"/>	Entered Manually
<input checked="" type="checkbox"/>	007	■	Incidentals	5.00	American Dollar	12/03/2022	5.00	American Dollar		<input type="checkbox"/>	Entered Manually

From Date: 12/01/2022 To Date: 12/04/2022

TripType Enterprise: USE TRIP TYPE

Description:

Location:

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

Per Diem – Last Day – 12/04/22. The rate is populated for you @ 75% of the Total Per Diem

Receipts in This Expense Report

<input type="checkbox"/>	No.	Status	Expense Type	Receipt Amount	Receipt Currency	Receipt Date	Amount	Local Currency	Short Info	Paper Receipt	Origin
<input type="checkbox"/>	001	■	Per Diem – First Day	55.50	American Dollar	12/01/2022	55.50	American Dollar		<input type="checkbox"/>	Entered Manually
<input type="checkbox"/>	002	■	Per Diem – Full Day	74.00	American Dollar	12/02/2022	74.00	American Dollar		<input type="checkbox"/>	Entered Manually
<input type="checkbox"/>	004	■	Breakfast	17.00	American Dollar	12/03/2022	17.00	American Dollar		<input type="checkbox"/>	Entered Manually
<input type="checkbox"/>	005	■	Lunch	18.00	American Dollar	12/03/2022	18.00	American Dollar		<input type="checkbox"/>	Entered Manually
<input type="checkbox"/>	006	■	Dinner	34.00	American Dollar	12/03/2022	34.00	American Dollar		<input type="checkbox"/>	Entered Manually
<input type="checkbox"/>	007	■	Incidentals	5.00	American Dollar	12/03/2022	5.00	American Dollar		<input type="checkbox"/>	Entered Manually
<input checked="" type="checkbox"/>	008	■	Per Diem – Last Day	55.50	American Dollar	12/04/2022	55.50	American Dollar		<input type="checkbox"/>	Entered Manually

From Date: 12/01/2022 To Date: 12/04/2022

TripType Enterprise: USE TRIP TYPE

Description:

Location:

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

User Guide For Entering Travel Expense Reports in LEO

- **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

New Entry Copy Delete

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

TripType 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 LA/NO Region		Total	75%
	Breakfast	17	
	Lunch	18	
	Dinner	34	
	Incidentals	5	
	Total Per Diem Rate	74	55.50
	Per Diem - First/Last Day Rate		55.50
	minus lunch		(18.00)
	Amount to be entered		37.50

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	37.50	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

TripType Enterprise: USE TRIP TYPE

Description:

Location:

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

- For travelers who process travel reimbursements on a monthly basis, and have occasional 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.

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 – Last Day	55.50	American Dollar	12/05/2022	0.00	American Dollar		<input checked="" type="checkbox"/>	Entered Manually

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 – Last Day must be last day of travel with overnight stay.

User Guide For Entering Travel Expense Reports in LEO

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

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

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

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

TripType Enterprise: USE TRIP TYPE

Description:

- 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	55.00	American Dollar	12/15/2022	65.00	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

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

- Per Diem expense types are not available for trip dates prior to 10/01/22. Please use meal types (Breakfast, Lunch, Dinner) for trip dates 07/01/2022 through 09/30/2022.

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	◆	Miscellaneous	0.00	American Dollar	09/22/2022	0.00	American Dollar		✓	Entered Manually

Miscellaneous

Miscellaneous(Pre Paid)

Other Charges 3720

Parking (Pre-Paid)

Parking/Tolls/Valet

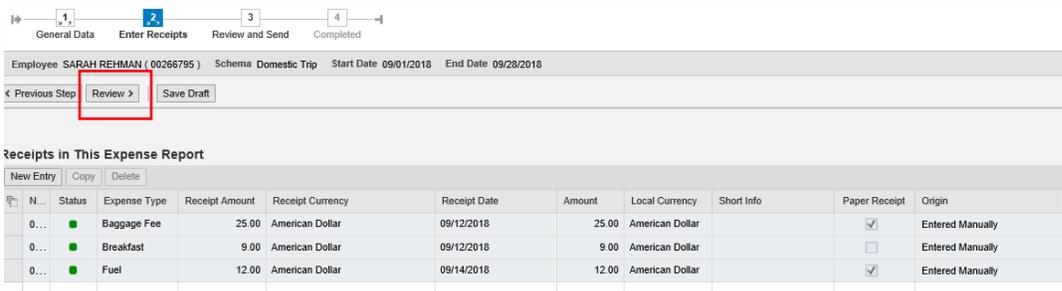
Registration Fees

Registration Fees(Pre Paid)

Room Rate(Conference)

User Guide For Entering Travel Expense Reports in LEO

- 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**



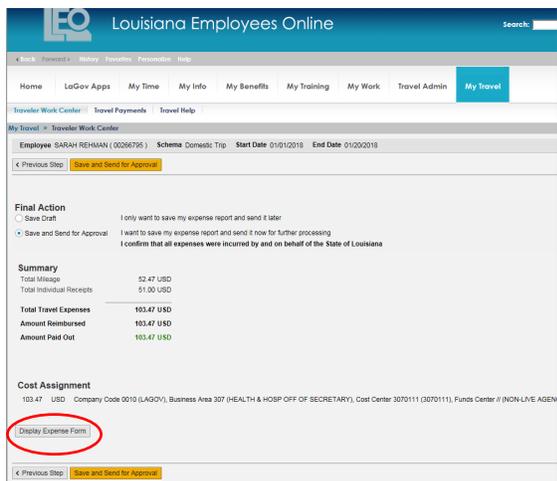
Employee SARAH REHMAN (00266795) Schema Domestic Trip Start Date 09/01/2018 End Date 09/28/2018

< 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 LogGov 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 01/20/2019

< 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	163.47 USD
Amount Reimbursed	163.47 USD
Amount Paid Out	163.47 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**

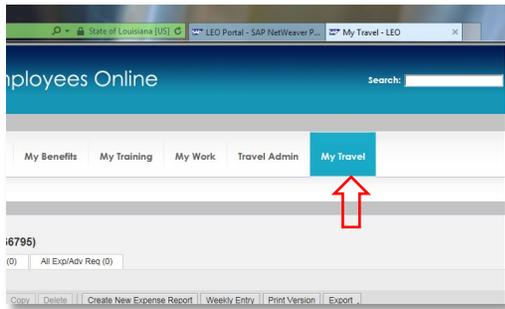
- The Travel Expense report will display
- Right click and print the TE report for signing by traveler and supervisor
- Click **Save Draft** to save report
- Do not click Save and Send for Approval, as scanned copy of approved TE Report is needed

User Guide For Entering Travel Expense Reports in LEO

- 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



- 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

Trip Number	Start Date	End Date	Destination	Reason	Reimbursmt	Processing Status	Alert	History	Attachments
24403	10/15/2019	10/22/2019			66.42	In Processing		Display	Add

The screenshot shows a table with one row of data. A red arrow points to the 'Trip Number' column, which contains the value '24403'. The 'Change' button in the toolbar is also highlighted with a red box.

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

Change Expense Report (24403)

1 → 2 → 3 → 4 →

General Data | Enter Receipts | Review and Send | Completed

Employee JASON FOWLER (00220001) Schema Domestic Trip

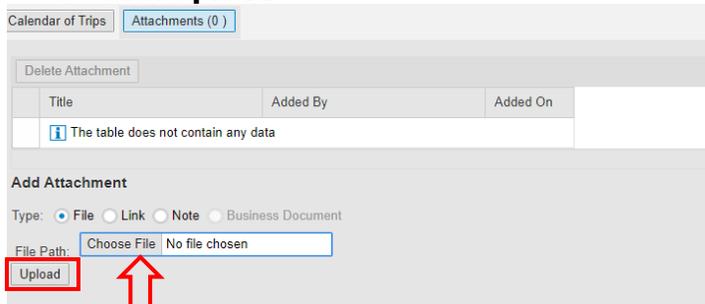
< Previous Step | Enter Receipts > | Save Draft

Calendar of Trips | **Attachments (0)**

The screenshot shows a workflow diagram with four steps: 1. General Data, 2. Enter Receipts, 3. Review and Send, and 4. Completed. Below the diagram, there is a header for the employee 'JASON FOWLER (00220001)' and the schema 'Domestic Trip'. There are buttons for 'Previous Step', 'Enter Receipts', and 'Save Draft'. At the bottom, there are two buttons: 'Calendar of Trips' and 'Attachments (0)', where the latter is highlighted with a red box.

User Guide For Entering Travel Expense Reports in LEO

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



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

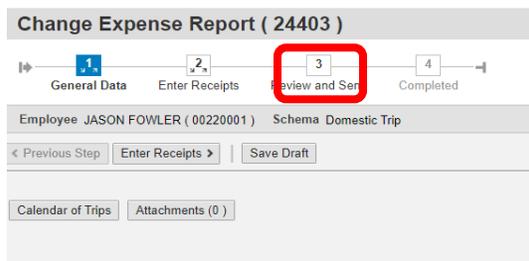
Upload

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 2 3 4
General Data Enter Receipts Review and Ser Completed

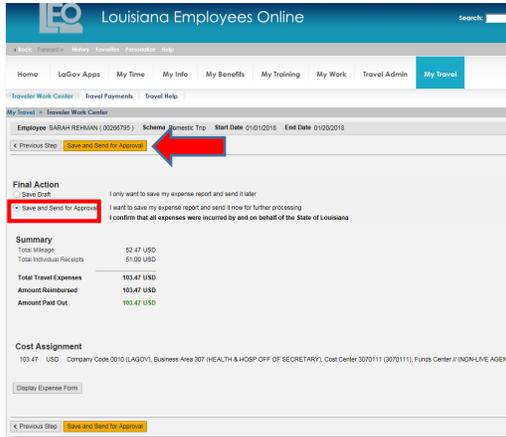
Employee JASON FOWLER (00220001) Schema Domestic Trip

< Previous Step Enter Receipts > Save Draft

Calendar of Trips Attachments (0)

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

User Guide For Entering Travel Expense Reports in LEO

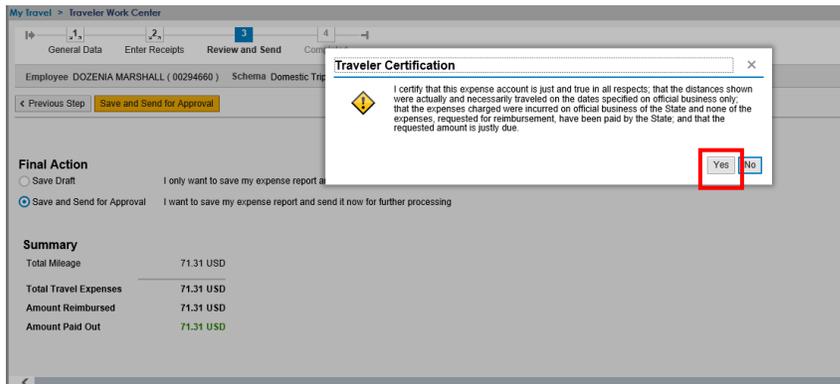


The trip will not appear in the LDH Travel approval queue for auditing and payment processing until it is Saved and Sent for Approval after the final edits are made.

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

User Guide For Entering Travel Expense Reports in LEO

- If the TE report is successfully saved and sent for approval, it will be routed to the LDH Travel approval queue for auditing and payment processing. If LDH Travel identifies any problems or missing information/documents, the TE report will be rejected and the reason for rejection will be provided. Once the corrections are made, re-submit the TE report for review and approval (be sure to click "Save and Send for Approval" again).
- Check the processing status of any trip's TE report regularly by following the steps below.

Travel Expense Report Processing Status 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 <p>Each trip will display the current Processing Status of the TE Report: Processing Status</p> <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 (it has been Saved and Submitted for Approval) ▪ 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 included in the receipts/mileage sections. Travel expenses that were paid with the CBA Travel card must not be included in the TE report (the TE will be rejected if CBA expenses are included).
- 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 form and Request for Expenditure exemption form must be uploaded with every TE report.
- Attach hotel receipts when claiming meal reimbursement for proof of overnight stay.



User Guide For Entering Travel Expense Reports in LEO

- Attach flight Itinerary for out of state travel.
- Attach fuel and Enterprise vehicle rental receipts when claiming fuel reimbursement.
- Traveler/Employee and Approver's signature is required for each TE report. Scan and attach the signed TE Report that was printed from LaGov.
- Cost Assignment coding must be verified by the traveler/employee.
- When submitting a monthly Travel Expense report for routine travel that does not include meals, the trip start and end times can be 12:00 AM and 12:00 PM, respectively, if the times vary for each travel date.
- 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 LDH Travel approval queue (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

- Travel Authorization (TA) form is required for routine travel (one TA should be completed per state fiscal year for each traveler and should be uploaded with each trip). LDH employees must use LDH current Travel Authorization (TA).
- Request for Expenditure exemption form is required for all trips.
- Mileage reimbursements require beginning and ending odometer readings with physical addresses of points visited listed in the mileage Comment box (or upload MapQuest printouts in lieu of listing points visited). Mileage is calculated using whole numbers, miles should not be rounded up and is capped at 99-miles per day or roundtrip.
- Fuel reimbursement for rental car usage must list points visited (or upload MapQuest printouts). Original itemized fuel receipts must be submitted along with the Enterprise receipt with the corresponding rental dates. Fuel/Gas itemized receipt – (must include all of the following details)
 - Type of fuel, (only unleaded; 87 octane)
 - Date of purchase,



User Guide For Entering Travel Expense Reports in LEO

- Number of gallons, price/gallon, and pump number
- Name and address of fueling station
- Total dollar amount of fuel purchased

Also reminder that the vehicle rental receipt must be attached and align with dates of fuel purchased.

- Not Allowed - Pre-paid fuel receipts are **not** allowed.
- Allowed - Duplicated Pre-paid receipt listing all of the details of an itemized fuel receipt **is** allowed. After pumping fuel travel must return to Cashier to obtain an itemized fuel receipt.

Meals are reimbursed for travel with overnight stay. Proof of overnight stay is required in the form of an itemized Hotel receipt or "gratis stay" commented on the TE. Meal – Same day meals are not allowed.

Non-Routine Travel Notes

- Non-Routine Travel is travel for things such as conferences/seminars/workshops [in state and out of state] and travel that is not part of an employee's normal routine duties
- Travel Authorization (TA) form is required for non-routine travel
- Request for Expenditure exemption form is required for all trips
- Ground transportation (taxi, Uber, Lyft, shuttle service) requires receipt for any claim over \$10. Gratuity must be listed on receipt and must not exceed 20% of total transportation charge.
- Airport Parking for New Orleans International Airport and Baton Rouge Airport can only be reimbursed at the current contracted State Rate. (see PPM49 for details)
- Conference travel requires a Conference Agenda including meals paid through conference registration, and travel expenses paid by host or sponsor to be submitted.