



## **Out of State Travel Reminders**

- Notify [OTS.Travel@LA.GOV](mailto:OTS.Travel@LA.GOV) **at least 25 business days prior** to beginning travel date.
- Travelers must use legal names (Ex. Name on birth certificate/ social security card) at all times on travel documentation. **(Travel Authorizations, Flights, Hotel and LEO. Names should match.)**
- Complete a Travel Authorization. (A blank travel authorization can be found at [OTSFY20TA](#).
  1. The "PURPOSE OF TRIP OR NECESSITY FOR TRAVEL" section must be completed. State name of conference or training, dates, location, and reason for attending.
- Submit the Travel Authorization to [OTS.Travel@LA.GOV](mailto:OTS.Travel@LA.GOV) for review along with:
  1. An agenda is required for all conferences and/ or trainings.
  2. Proof of the designated hotel and rate documentation is required.
  3. Proof of conference registration may be required before airfare or lodging is purchased.
- Once OTS Travel has reviewed the Travel Authorization, have it signed by your Supervisor/ARM and/or agency appointed authority (with approved funding). Return to [OTS.Travel@LA.GOV](mailto:OTS.Travel@LA.GOV). OTS Travel will obtain the remaining required signature(s).
- Once the Travel Authorization is fully executed, the following steps are required:
  1. Proceed with booking your flight through [www.shortstravel.com/la](http://www.shortstravel.com/la). (Please take into consideration when choosing your flight, as it is nonrefundable. Therefore, no changes can be made once the flight is purchased).
  2. If there is a designated hotel for the conference/ training, proceed with making the reservation there. Once the reservation is confirmed, forward the reservation confirmation information to [OTS.Travel@LA.GOV](mailto:OTS.Travel@LA.GOV) and a credit card authorization will be obtained for the lodging).
  3. If there is no designated hotel for the conference/ training, then it is suggested that you use <https://louisiana.hotelplanner.com/>.
- Upon Arrival:
  1. Give the hotel front desk a personal credit card at check in, for incidentals charged to the room.
- Upon Departure:
  1. Review the bill at check out to insure only lodging was charged to the CBA credit card (no incidentals).
  2. Retain all receipts for baggage, parking and ground transportation.
- Once travel is completed:
  1. Send [OTS.Travel@LA.GOV](mailto:OTS.Travel@LA.GOV) an itemized copy of your hotel bill.
  2. Complete travel expense statement in LEO within 30 days and submit to [OTS.Travel@LA.GOV](mailto:OTS.Travel@LA.GOV).

**Travelers must adhere to all OTS travel policy and procedures per [OTS Internal Policies website](#).**