

## SOWELA TRAVEL PROCEDURES AND QUICK TIPS

- Before making any travel arrangements, a Pre-Approval request must be submitted in Chrome River and fully approved.
- Upon final approval of Pre-Approval request, the traveler will be notified via email. If the traveler has a Travel Card, they can then begin making travel arrangements. If the traveler does not have a Travel Card, the Business Office will work with the traveler to begin making travel arrangements.
- Upon completion of travel, an Expense Report must be submitted in Chrome River that includes all costs related to the trip. Reimbursement of eligible costs will be paid to the traveler upon approval of the Expense Report.
- All receipts must be maintained by the traveler. Electronic copies are included in the Chrome River Expense Report upon return from travel status. Original receipts are to be submitted with monthly Travel Card logs for those with Travel Cards.
- Original Fuel Card receipts must always be submitted to the Business Office along with return of Fuel Card immediately upon return from travel status.

\*\*\*The below are quick tips. PPM49 should always be referred to for any questions.

- ✓ Airfare must be booked through the SHORTS portal. Contact the Business Office for assistance.
  - ✓ Hotels can be booked through the Hotel Planner portal, but it is not required. If hotel is not a conference hotel, nightly rate must be per current PPM49 tier rate depending on destination.
  - ✓ Be sure to turn in hotel sales tax exemption form for in-state travel. Traveler is required to reimburse the College for any LA sales tax charged. Review hotel bill carefully upon check-out!
  - ✓ Car rental for in-state travel is direct bill through Enterprise. If traveling out of state, please refer to the PPM49 guidelines for rates and approved vendors.
  - ✓ Fuel cards for rental vehicles must be signed out in the Business Office. If one is not available then the traveler can use their personal card for fuel and seek reimbursement. The original receipt is required for this reimbursement.
  - ✓ Maximum mileage reimbursement for personal vehicle use is 99 miles at current PPM49 rate.
  - ✓ Non-state employees are not permitted in state vehicles (SOWELA fleet or rentals) without prior written approval.
  - ✓ Meals are based off of a tier depending on destination of travel. Receipts are not required for meal reimbursements. See PPM49 for current rates.
  - ✓ Meals that are NOT reimbursable:
    - Hot breakfasts provided by the hotel or conference
    - Lunches provided by the conference
    - Dinners provided by the conference
  - ✓ Charges allowed on personal card or by cash eligible for reimbursement:
    - Baggage fee for airlines (1<sup>st</sup> checked bag, roundtrip, per current airline rate)
    - Taxis, shuttles, other ground transportation (see PPM49 for tipping guidelines)
    - Gas for rental if no fuel card available
- \*\*\*\*\*All above charges must have receipts for reimbursement unless otherwise stated in PPM49 guidelines

**TRAVEL CARD TIPS** - Below are the ONLY charges allowed on the travel card:

- ✓ Registration
- ✓ Airfare (Absolutely NO baggage fees)
- ✓ Hotel (includes valet or self-parking if included on hotel bill)
- ✓ Rental Car

