



Grambling State University

State Travel Card/CBA (Controlled Billed Account)
By Erin Walker



NEW EMPLOYEE ON BOARDING

- It is the employee's responsibility to connect with the Travel Office at travel@gram.edu in a timely manner to ensure eligibility for official university travel. Employees who do not complete the required travel training will not be permitted to travel on behalf of the university.
- University Travel will host various training sessions throughout the year. However, it is essential that employees proactively reach out to the Travel Office, especially those in time-sensitive departments such as Athletics, to arrange immediate training as needed.

Overview



Introduction & Purpose
Benefits
Card Controls
Cardholder Responsibilities
How the Program Works
Important Information



Introduction and Purpose



What is the State Travel Card/CBA

- The State Travel Card is a VISA credit card issued by Bank of America (BOA) that is used by GSU employees to pay for specific authorized travel expenses. The CBA is a cardless billing account issued to the university for travel expenses.
- Tools to manage travel and accounting.
- The individual whose name is assigned to the CBA is responsible for all transactions made with the card. No one else can use either!
- The card can only be used to pay for authorized travel expenses.
- Approvers are responsible for approving only those transactions that pertain to official state business.



Purpose of the Program

- To pay for specific travel expenses.
- Preferred mechanism for payment of frequent travel expenses.
- Travel and accounting management.
- Empowers End-User.

- The four items that need to be on a state travel card or CBA, except for individual travel which has an exemption, are:

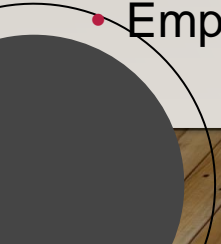
Airfare

Lodging

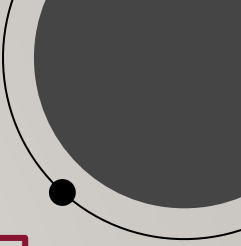
Vehicle Rental

Registration fees

(Membership fees only if included with registrations)



Benefits



- Prompt payment to vendors.
- Increases efficiency and effectiveness by utilizing one source of payment for travel.
- Reduces the need for travel advances.
- Enables travelers more ease in making needed arrangements.
- Reduces misunderstanding of what is and is not an approved transaction for travel.

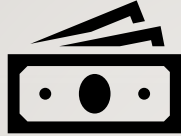




Unauthorized Purchases



Alcoholic beverages



Cash advances
– cash
instruments,
cash refunds



Controlled
substances
(prescription
drugs, narcotics,
etc.)



Entertainment
costs – ski tickets,
tours, etc.




Gift Cards/Gift Certificates



Personal purchases



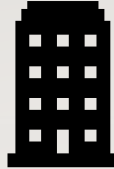
Food, meals & AV equipment (unless prior approval through the Office of State Travel – requests must be sent to your Administrator). Signed (wet) roster of participants is required for food/drink.



Authorized Purchases



Airfare
(No Baggage fees,
unless **Prior**
approval is
obtained)



**Hotel/Lodging and
Contracted travel
agency fees**



**Internet
Services**
Only with hotel stay &
combined on invoice



Parking
Only with hotel stay and
combined on invoice



**Registration for
conferences/workshop**
Membership dues if combined



Rental Car
ENTERPRISE/HERTZ



Before you Start Checklist

Do
you
have...

1. Travel Authorization
2. Conference Agenda/flyer
3. Hotel Reservation confirmation number
4. Enterprise Reservation confirmation number
5. Airfare Quote
6. Registration – quote/invoice
7. GSA Rate for the destination
8. Screenshot of the Encumbrance and must be approved
9. A Wet Roster if you are traveling with a group of students





Ready, Set... Wait! Do You Have Everything You Need?

GRAMBLING STATE UNIVERSITY Travel Documents

Documents
Travel Authorization
Non-Conference Hotel: GSA Rate (required)
Conference Hotel: Proof of Conference Hotel; Hotel Reservation # (required)
Agenda/Flyer
Rental Vehicle Request Form: Rental Info Form; Reservation # (required)
Car Rental Booking Form
Airfare Quote
Registration: Invoice/Evidence of Conference Rate; Copy of paid receipt
Signed Payroll Deduction Form
Recruits Official Visit Form (<i>Athletics only</i>) Required for all official visits involving athletic recruits. Must be completed, approved, and attached to the Travel Authorization prior to travel.
Lodging Overage Approval Letter (if applicable). Required if lodging exceeds the allowable GSA rate. Must include justification for overage and be approved prior to travel.
Approval Letter – Commissioner (if applicable) Required for items needing prior approval from the State Commissioner (e.g., after-the-fact travel requests, certain rental vehicle approvals, or exceptions to State Travel Policy). Must be approved prior to travel or expense reimbursement.
Prior Approval Letter for Larger Vehicles (if applicable) Required when requesting rental of larger vehicles (e.g., SUVs, vans, passenger vans) that exceed the standard vehicle class allowed by State Travel Policy. Must include justification and be approved prior to rental and travel.
Prior Approval Letter – Travel Requests Less Than 30 Days (if applicable) Required if the travel request is being submitted less than 30 days prior to the travel start date. Must include a written justification for the late submission and be approved prior to processing.

Revised 4/5/2025

Purchases

- Verify funding is available in your budget.
- Ensure transaction is appropriate for the State Travel Card.
- Provide vendor with completed and signed tax-exempt form.
 - If sales tax is charged, the cardholder, approver and the traveler is responsible for refunding the University.
- Obtain an itemized receipt.
 - General receipts and some handwritten receipts are not sufficient if administrators and auditors cannot view what was purchased.

Other Purchase Information

Resort fees are reimbursable, but the rate and fee cannot be more than the GSA rate for the area, not including conference rate for the actual conference hotel

- For conference hotels over the routine GSA Rate – Documentation must be attached to the Travel Authorization.
- NO Louisiana state tax is to be charged on the card, if so it must be credited by the vendor or reimbursed by the cardholder, approver, and traveler. Non-state occupancy or other taxes on hotels are acceptable. Sales tax is allowed for parking only in the New Orleans area, if on hotel invoice.

Vehicle Rental

- Premium or Special Elite rentals are **not permitted**.
- Traveler's responsibility to obtain approval for upgrades prior to reservation.
- The President must approve the upgrade, formal justification must be written to the president and submitted to the Program Administrator to obtain his signature.
- Refueling and any violations (including citations) are not permitted. It is the responsibility of the cardholder, approver, and traveler to reimburse Grambling State University within three business days of the trip's return.

Vehicle Rental Form

- Sample Form, see on right:
- Must be signed for approval
- Fill out and obtain approval as soon as possible upon needing an upgrade from the base rental
- Must be an acceptable reason for an upgrade
- **No premium or Special Elite upgrades are allowed, per OST!**

GRAMBLING STATE UNIVERSITY
OFFICIAL CAR RENTAL REQUEST FORM
Submit completed form with your Travel Authorization

SECTION 1 - TRAVELER INFORMATION

Name of Traveler: Name

G Number: _____

Email Address: _____

Mobile Phone Number: _____

Department Name: _____

SECTION 2 - TRIP DETAILS

Purpose of Travel: _____

Destination (City/State): _____

Departure Date/Time: _____

Return Date/Time: _____

SECTION 3 - RENTAL VEHICLE DETAILS

Rental Company: Enterprise ☐ Hertz ☐

Rental Type Requested (☐ Sedan ☐ SUV ☐ Van ☐ Truck ☐ Other): **Prior Approval for Premium and Elite Rental**

Estimated Number of Travelers: _____

Name of Additional Travelers: _____

Pickup Location: _____

Drop-off Location: _____

SECTION 4 - FUNDING & APPROVAL

Out-of-State Rental (requires Prior Approval from the President)? (☐ Yes ☐ No) _____

Pickup Location: _____

Drop-off Location: _____

Charged to CBA Card? (☐ Yes ☐ No) **If No Explain Funding source** _____

SECTION 5 - DRIVER CERTIFICATION

Primary Driver's Name: _____

Defensive Driving Completed? (☐ Yes ☐ No) _____

Driver's License Number: _____

State of Issuance: _____

Other Important Information

- The State CBA card is to be used for official business only.
- Violators of policies & procedures will be subject to disciplinary action.

Caution Violations:

- Personal or unauthorized purchases.
- Alcohol.

Other Important Information

- Failure to comply with all State CBA Card policies & procedures may result in the following:



- Payroll deduction
- Loss of Travel privileges on GSU CBA card
- Notification to administration, internal audit, Office of State Travel, LLA (Louisiana Legislative Auditor) and University Police
- Possible employment suspension or termination

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STATE UNIVERSITY

Travel Acknowledgment & Payroll Deduction Authorization

This form must be completed, signed and submitted prior to travel for each separate travel date.

- Travel Date(s): _____
- Destination/Purpose: _____

Employee Traveler Acknowledgment:

I understand the travel policy requirements and that failure to comply with travel guidelines may subject me to disciplinary action. I acknowledge as a state public employee, it is my personal responsibility to provide sufficient supporting documentation in a timely manner for all travel-related expenses. I understand that failure to comply with travel requirements may result in the denial of reimbursement and that any disallowed expenses may be recovered through payroll deduction. I authorize payroll deduction for any disallowed expenses as described related to this travel within 60 days from the date of travel.

Employee Traveler Signature: _____
Printed Name: _____
Employee ID: _____
Date: _____

Supervisor Approval:

I confirm that the travel is approved and that the employee is aware of their responsibilities.

Supervisor Signature: _____
Printed Name: _____
Date: _____

Division Vice President Approval:

I confirm that the employee and supervisor understand the travel acknowledgment and the payroll deduction authorization.

Division VP Signature: _____
Printed Name: _____
Date: _____

10/13/16 2017

Due Dates for Travelers

All Travel request must be submitted 30 days prior to travel.

All hotels receipts must be submitted 3 business of return trip. All hotel receipts must have the following email address attached to the reservation's travel@gram.edu no exceptions.

Traveler must obtain a receipt before leaving the hotel.

Conferences - the following documents must be submitted with the initial travel request: the agenda, flyer, and supporting documentation regarding the hotel rates.

TA will not be processed without the required supporting documentation. All documentation must be submitted in full to ensure compliance with university and state travel policies.

Special Meals



All special meals must have a sign-in sheet

Special meal needs are infrequent, extraordinary, and/or emergency situations when state employees are required by their supervisor to work more than a twelve-hour weekday or six-hours on a weekend. Special meals also includes meals provided during working meetings of department staff.

Special meals do not include normal visits, meetings, or reviews. Special meals should not be served at brief meetings, particularly meetings that could be scheduled at times other than mealtimes.

Special meals also apply to visiting dignitaries or executive-level persons from other governmental units.

Special Meals (cont.)

- Special meals must have prior approval by President.
- Requests for one-time special meals must be signed by the department head and require prior approval from the President.

These requests must include:

1. Date of Event
2. Name of each recipient
3. Total number of attendees
4. Estimated cost of meal
5. Estimated cost per person
6. Justification for special meal
7. Itemized Receipts

Travel Card Policies Locations

**The State's card policy
can be found at:**

<https://www.doa.la.gov/doa/ost/statewide-card-policy/>

**The GSU Travel Card
policy can be found at:**

<https://www.gram.edu/offices/infotech/teleworking/travel.php>

For more information, please refer to the State PPM49 Policy
<https://www.doa.la.gov/media/faqdrej4/ppm49-2025-07-01.pdf>

Key Contacts



State Travel Card Administrators

Kimoni Perkins
318-274-3850

Mary Bryant-Lee
318-274-6170

Sharon Perkins (Athletics)
318-274-2325

All Inquires please email travel@gram.edu

GSA Rates

<https://www.gsa.gov/travel/plan-book/per-diem-rates>

https://allowances.state.gov/web920/per_diem.asp

International GSA Rates

https://allowances.state.gov/web920/per_diem.asp

https://allowances.state.gov/content.asp?content_id=114&menu_id=75



Questions

