

STATE TRAVEL TRAINING

APRIL 21, 2026

GRAMBLING
STATE UNIVERSITY®

MEET OUR TRAVEL TEAM

Erin Walker

Travel Supervisor & GSU Program Administrator

Controller's Office/Travel Office

Office Phone : 318-274-3280

Email: walkere@gram.edu

Charity Akamnonu

Interim Travel Specialist

Office Phone: 318-274-3850

Email: akamnonucha@gram.edu

Chantia Spivey

Travel Specialist

Office Phone: 318-274-6071

Email: spiveyc@gram.edu

Willie Jefferson

Interim Travel Specialist

Office Phone: 318-274-6288

Email: jeffersonwi@gram.edu

AFTER HOURS PHONE NUMBER (ONLY) 318-957-6740

TRAVEL INFORMATION

How do I get to GSU Travel Page?

- Gram.edu
- GSUNET
- DocuSign
- Travel Information

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.
- ALL employees, including current staff, are required to complete the travel training prior to engaging in any travel activities.

WHAT IS A UNIVERSITY TRAVEL

- University Travel refers to travel that is officially authorized and directly related to conducting University business on behalf of Grambling State University.

✓ Key Characteristics

- Must have an approved Travel Authorization (TA) before travel occurs. Expenses must be necessary, reasonable, and allowable under University and State Travel policy.
- Travel is conducted for official business purposes, such as: conferences and workshops, recruitment or athletic competitions, meetings, trainings, or research.

******Important Reminder: Personal travel or expenses not related to official University business are not considered University Travel and are not reimbursable.**

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

AUTHORIZED PURCHASES

- The four approved items that must be paid using a State Travel Card or CBA for approved travel expenses are:

AIRFARE

(No baggage fees, unless prior approval is obtained)



LODGING

Internet Services & Parking only with hotel stay and combined on invoice



VEHICLE RENTAL

Enterprise/Hertz



REGISTRATION FEES

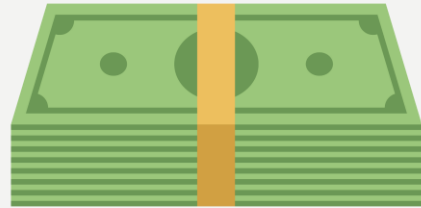
Membership dues if combined



UNAUTHORIZED PURCHASES



Alcoholic beverages



Cash advances- cash instruments, cash refunds



Controlled substances (prescription drugs, narcotics, etc.)



Entertainment cost-ski tickets, tours, etc.



Gift cards/Gift certificates



Personal purchases



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.

LET'S TALK TRAVEL

BEFORE YOU START CHECKLIST


**DO
YOU
HAVE.....**

- 1) Screenshot of the approved encumbrance
- 2) Travel Authorization
- 3) Payroll Deduction Form
- 4) Purpose of travel documentation
- 5) Conference Agenda/Flyer
- 6) Lodging
 - 1) Hotel Reservation with confirmation number
 - 2) GSA Rate for the destination
 - 3) Rooming List for Group Travel
 - 4) Hotel Contract for Athletics
 - 5) Proof of Conference Hotel
- 7) Car Rental
 - 1) Car Rental request form
- 8) Airfare Quote
- 9) Registration- quote/invoice
- 10) Roster (names and G numbers)
- 11) A Wet Roster if you are traveling with a group of students and requesting a cash advance.
- 12) **PRIOR APPROVAL LETTERS (IF REQUIRED)**
 - 1) **30 Day Late Submission Letter**
 - 2) **Vehicle Upgrade**
 - 3) **Lodging Rate**

TRAVEL REQUEST AUTHORIZATION

- Complete Travel Authorization through DocuSign and attach the applicable documents!
- ALL Travel authorizations must be submitted **30 days** prior to travel.

DocuSign Envelope ID: 9F1070B4-4AEB-4AA5-8EFE-AD3B267851E7



Grambling State University
TRAVEL AUTHORIZATION FORM – GENERAL

NO REGISTRATION OR RESERVATIONS SHOULD BE MADE UNTIL ALL APPROVALS ARE OBTAINED
Instructions: Submit travel requests with ALL supporting documents.

Date of Request: _____ Fund – Org #: _____
 Encumbrance Number: _____ Account Charged To: _____
 Traveler's Name: _____ G- _____
 Departure Date: _____ Return Date: _____ Destination City: _____
 Purpose of Travel: _____
 Estimated Expenses: _____

Registration Fees:	\$
Rental:	\$
Airfare:	\$
Mileage: @ .70	\$
Gas Card	\$
Lodging-Number of Nights: @	\$

Meals and Incidentals (for individual travel only):		Total Meal Amount for Trip
Daily Rate	Meal Days	
<i>Refer to GSA Website</i>		<i>Exact # of Days</i>
1. Breakfast: \$	Days:	1 \$
2. Lunch: \$	Days:	2
3. Dinner: \$	Days:	3
4. Incidentals: \$	Days:	4
5. First and last day ME&I total \$	Days:	5

Other Reimbursable Items (Description): _____ \$

Cash Advance Request: Amount: \$ _____ Pay to G- _____

Additional Travelers	
Name	G-number

Note: For group travel involving two or more people, all travelers should be listed in the cash advance section for the calculation of meals and incidentals, using GSA rates. Therefore, the Meals and Incidentals section above can be skipped.

Approval Signatures

Supervisor:	CBA Holder	VP/President	Travel Office:	Travel Compliance Reviewer

Traveler's Signature: _____

You must have an approved travel from the Travel Office before departure.

REGISTRATION

- **The invoice must be attached to the travel authorization, indicating the registration fee amount.**
- **If payment for registration is due by a specified deadline, include a comment on the travel authorization stating the due date.**

RENTAL VEHICLES

- The state has contracts for all vehicle rentals through Enterprise and Hertz, which is mandatory for business travel.
- Premium or Special Elite rentals are **not permitted**.
- Prior approval is required for any vehicle upgrades and/or out-of-state rentals.
- A formal written justification letter must be submitted to the Program Administrator to be routed for required signatures by the Vice President and President.
- Refueling and any violations (including citation) are not permitted. It is the responsibility of the cardholder and approver to ensure the traveler reimburses Grambling State University within three business days of the trip's return for any refueling or other charges not related to official travel on CBA card.
- Please attach Booking Form and Reservation to the Travel Authorization.
- Per OST (Office of State Travel) policy, travelers must complete the State-required Driver Defense Course and hold a valid driver's license in good standing to be authorized to rent a vehicle.
- **Travelers must provide Ms. Becky Fields with an approved Travel Authorization and Encumbrance to obtain a University Gas Card**

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

SECTION 1 - TRAVELER INFORMATION

Name of Traveler: _____
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 Type Requested Sedan SUV Van Truck; **Prior Approval for Premium and Elite Rental:**
Estimated Number of Travelers: _____
Names of the 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: _____
Expiration Date: _____



AIRFARE

- Travelers must purchase airline tickets through the state contracted travel agency (Christopherson Business Travel).
- Per the State of Louisiana, travelers are to seek airfare allowing an ample amount of lead-time prior to departure date. The lead-time should be about (10) ten to (14) fourteen days in advance of travel dates to ensure the lowest fares are available.
- **Please do not make any bookings until you have received approval from the Travel Department!**



HOW TO BOOK FLIGHT

Create a profile

- <https://airportal.cbttat.com/enroll/STATEOFLA>
- Once profile is created, then you will receive a welcome email within 24 hours

Login into AirPortal

Book/Manage Online Trips

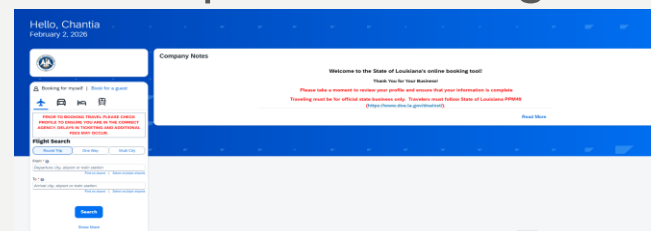
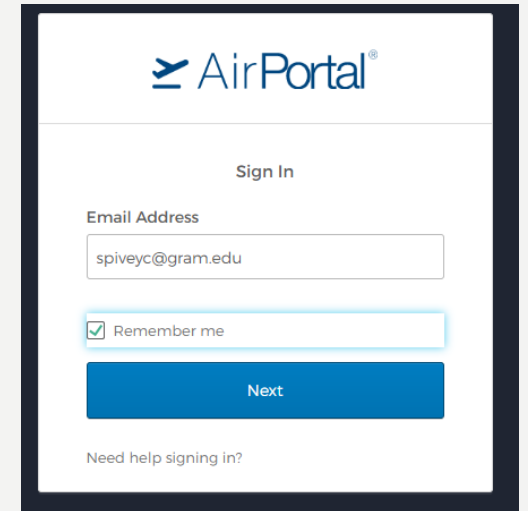
Search Flight

Screenshot quote and attach it to the travel authorization

Once the travel authorization has been approved, you will be notified by the travel team to book the flight

For payment- Select the CBA card ending in 1111

To book on behalf of another individual, you must contact Christopherson via email at Onlinesupport@cbtravel.com to request “book as guest” be added to your profile



LODGING

- Reservation confirmation number must be in the traveler's name
- Screenshot of the **GSA** rate for the destination area is required
 - <https://www.gsa.gov/travel/plan-book/per-diem-rates>
 - https://allowances.state.gov/web920/per_diem.asp
- Prior approval from the **Vice President and President** is required if lodging exceeds **49%** of the **GSA** rate, in accordance with **University policy**. **Overage over the 49%** will require the **Commissioner approval**.
- A personal credit card is required when making the reservation
 - **No incidental charges** are allowed on the **University CBA** card
- The traveler, cardholder, and approver will be responsible for any incidental charges
- Travelers are responsible for submitting the hotel credit card authorization form to the travel office.
- **ALL** hotel receipts must be submitted **3** business days of return trip.
- Traveler must obtain a receipt before leaving the hotel.

LODGING CONTINUED.....

- **Routine Lodging** – Lodging rate, plus tax and any mandatory surcharge is allowed .When two or more on official state business share a room, the State will allow the actual cost of the room; subject to maximum amount allowed for an individual traveler times the number of employees.
- **Conference Lodging** –Documentation must be attached showing the actual conference rate.
- **Resort fees** are allowed effective **July 1, 2026**, but the rate and fee cannot be more than the GSA rate for the area, not including conference rate for the actual conference hotel.
- **You must provide the Hotel with a Hotel Tax Exemption Form for In-State Lodging upon arrival.**
- **NO Louisiana state tax is acceptable 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. Sale tax is allowed for parking, if on hotel invoice.**

INTERNATIONAL TRAVEL

- International travel must be approved by the President

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

[International GSA Rates](#)

ADJUSTMENTS TO THE TRAVEL

- A Travel Adjustment Form must be submitted when there are changes to an existing or approved travel request, including any of the following:
 - Changes or additions to the traveler's name
 - Cancellations
 - Increases in trip costs, including:
 - Hotel
 - Airfare
 - Registration fees

**Form is located on the travel webpage: <https://gram.edu/offices/infotech/teleworking/travel.php>

TRAVEL REQUEST DENIALS

- Travel requests may be denied within ten (10) business days of travel if required documentation or prior approvals are missing, or if the request does not comply with University or State travel policy.
- Common Reasons for Denial
 - Missing or incomplete documentation
 - Required prior approval letters not submitted
 - GSA rate documentation not provided
 - Payroll deduction form not submitted
 - Incomplete or unapproved encumbrances

OTHER IMPORTANT INFORMATION

- The State CBA Card is to be used for official university business only. Violators of policies & procedures will be subject to disciplinary action.
 - Violations:
 - Personal or unauthorized purchases such as hotel incidentals
 - Alcohol
- 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

QUESTIONS?

