

TRAVEL PROCEDURES



GRAMBLING UNIVERSITY

Content

Travel Team

DocuSign Form

Travel Process

Encumbrance

Estimated Expenses

- Hotel
- Airfare
- Rental/ Personal vehicle
- Registration fee
- Group Meals

Travel with Students

CBA holders

FAQ's

TRAVEL OFFICE

MEET OUR TRAVEL TEAM

travel@gram.edu

Annes Newton

Travel Specialist

Travel Office

Office Phone: 318-274-2576

Email: newtona@gram.edu

Carline Valmond

Assistant to the Controller

Controller's Office

Office Phone: 318-274-6091

Email: valmond1@gram.edu

GOOD-BYE CONCUR



ocusign!

[DocuSigns](#)
 Under Finance >
 Under Travel Office



GRAMBLING
STATE UNIVERSITY

Grambling State University
TRAVEL AUTHORIZATION FORM

NO REGISTRATION OR RESERVATIONS SHOULD BE MADE UNTIL ALL APPROVALS ARE OBTAINED

Instructions: Submit travel request with ALL supporting documents.

Date of Request: _____ Encumbrance number: _____
 Traveler's Name: _____ G- _____

Departure Date _____ Return Date _____ Destination City _____

Purpose of Travel: _____

Estimated Expenses: **\$ 0.00**

Registration Fees:		\$	
Rental:		\$	
Airfare:		\$	
Mileage:	@ 0.655	\$	0.00
Gas Card		\$	
Lodging-Number of Nights: 0.0	@	\$	0.00
Meals and Incidentals:		\$	
1. Breakfast: \$	Days: _____	1.	\$ 0.00
2. Lunch: \$	Days: _____	2.	\$ 0.00
3. Dinner: \$	Days: _____	3.	\$ 0.00
4. First and last day ME&I total \$			
Other Reimbursable Items (Description):		\$	
			\$ 0.00

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

Additional Travelers	
Name	G-number

Approval Signatures

Department Head:	Approving Agent:	President/Vice President:

SUMMARY OF TRAVEL PROCESS

- Ensure that you are an Authorized Driver (if not, contact mcmahonj@gmail.com) ✓
- Encumber Travel Funds ✓
- Submit Travel Request via Docusign with all supporting information 10 days prior to travel ✓
- Ensure all travel items are paid for-3 days prior to travel ✓
- Submit Expense Report ✓
- Get Reimbursed ✓

• PPM49

SUMMARY CONTINUED:

Encumber Funds

Travel Request Docusign

Expense Excel and
Expense Docusign

View Document

Encumbrance Header

Encumbrance	Title	Trans Date	Estab. Date	Total
E0033946	TR-Chatman07052023	Jul 01, 2023	Jul 01, 2023	910.48
Doc Change Num				
Status	Complete	Type E	Doc Ref	
Document Text:				

Encumbrance Accounting

Seq#	COA	EX	C/U	Index	Fund	Orgn	Acct	Prgr	Actv	Acso	Proj	NSFOvr	Status	Amount	Net Encum Total	
1	R	24	U										N	P	910.48	910.48
Total of displayed sequences:																

RELEASE: 8.7.0.5

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Grambling State University
TRAVEL AUTHORIZATION FORM

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Instructions: Submit travel request with ALL supporting documents.

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Traveler's Name: _____ G- _____

Departure Date _____ Return Date _____ Destination City _____

Purpose of Travel: _____

Estimated Expenses: **\$ 0.00**

Registration Fees:		\$	
Rental:		\$	
Airfare:		\$	
Mileage:	@ 0.655	\$	0.00
Gas Card		\$	
Lodging-Number of Nights: 0.0 @		\$	0.00
Meals and incidentals:		\$	
1. Breakfast: \$ _____ Days: _____	1. \$ 0.00		
2. Lunch: \$ _____ Days: _____	2. \$ 0.00		0.00
3. Dinner: \$ _____ Days: _____	3. \$ 0.00		
4. First and last day ME&I total \$ _____		\$	
Other Reimbursable Items (Description):		\$	\$ 0.00

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

Additional Travelers	
Name	G-number

Approval Signatures

Department Head:	Approving Agent:	President/Vice President:



Grambling State University

Travel Expense Form
Travel expense report must be submitted within 30 business days of the traveler's return.

Traveler's Name: _____ G: _____ E: _____

Trip Start Date: _____ Trip End Date: _____

Fund-Org-Account: _____

Purpose of Travel: _____

Total Reimbursable Cost: _____

Certification of Payee: I certify that this expense account is just and true in all respects; that the distance shown were actually and necessarily traveled on the dates specified on official business only; that the expenses charged were incurred on official business of the State and none of the expenses have been paid by the State; and that the full amount is justly due.

I certify that the charges set forth on this expense account have been examined by me. That the services for which the charges are made were necessary and proper; and that in my opinion the amounts claimed are just and reasonable

Traveler _____
Supervisor _____
CBA Holder _____
Title III _____
Grants _____

TRAVEL OFFICE ONLY

Invoice Number	
Advance Received	\$ _____
Receipts Total	\$ _____
Amount Due to University	\$ _____
Notes:	

Approved Reimbursable Amount
\$ _____

HOW TO DO AN ENCUMBRANCE

Go into banner9

Type in FGAENCB

Click GO




Encumbrance- enter last name, first initial, date of trip e.g Valmond, C 10/1/23

Document total-insert the amount needed

Select encumbrance

Click on Related in the top right corner

Encumbrance Number:

▼ ENCUMBRANCE HEADER	
Encumbrance	<input type="text"/>
Description	<input type="text"/>
Document Total *	<input type="text"/>
Transaction Date *	06/26/2023 
Encumbrance Type	<input checked="" type="radio"/> Encumbrance <input type="radio"/> Labor <input type="radio"/> Memo
Vendor ID	<input type="text"/> 
Date Established *	<input type="text"/> 
Encumbrance	<input type="text"/>
Change	<input type="text"/>
Document Reference	<input type="text"/>
Title	<input type="text"/>
<input type="checkbox"/> Distribution	<input type="checkbox"/> Document Text Exists
<input checked="" type="checkbox"/> Open Status	<input type="checkbox"/> Deferred Editing
<input checked="" type="checkbox"/> NSF Checking	

Next page

CONTINUED...

Click on **Document text**

Enter name of traveler and related information as follows

Save then X out of tab, press down arrow at bottom of page

Journal type E010

Insert necessary information

Click **Complete** to submit Encumbrance request

The screenshot shows a web browser window with the title 'ellucian General Text Entry FOATEXT 9.3.16 (PROD)'. Below the title bar, there is a header area with 'Type: ENC Code: E0033774 Default Increment: 10'. The main content area is titled 'GENERAL TEXT ENTRY' and contains several input fields: 'Text', 'Name', 'Date of travel', 'Location', and 'Purpose'. At the bottom of the form, there is a pagination control showing '1 of 1' and '10 Per Page'.

For step-by-step instructions, contact the travel office.

COMPLETED ENCUMBRANCE

View Document

Encumbrance Header

Encumbrance	Title	Trans Date	Estab. Date	Total
E00 [REDACTED]	[REDACTED]	Apr 14, 2023	Apr 14, 2023	500.00
Doc. Change Num				
Status	Complete	Type	E	Doc. Ref
Document Text:				

Encumbrance Accounting

Seq#	COA	FY	C/U	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	NSFOvr	Status	Amount	Net Encum Total
1	R	23	U		100	[REDACTED]	[REDACTED]	40				N	P	500.00	
Total of displayed sequences:														500.00	

RELEASE: 8.7.0.5

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Attach to Docusign

- Encumbrance total
- Encumbrance approval history

AIRFARE

Christopherson Business Travel (CBT)

***** Once the Travel Office has approved your travel request, you will receive an email stating you may proceed with booking your flight.**

To book a flight you must first create a profile (24hrs before use): [create profile](#)

Log into [Airportal Log in](#)

Go to **Book Travel. Book/Manage Online Trips**

For the method of payment please select the CBA card that is already on file ending
In *1111.

Attach the list of flight options to your travel request.

AIRFARE CONTINUED...

TO BOOK FOR AN EMPLOYEE

- Go to **Profile**
- Under **Acting as other user** enter the user's name that you are performing duties for
or select the name from the drop-down list.
- Then select **Start Session**

TO BOOK FOR A STUDENT

- Book for guest should be to the right of **Trip Search**, if it is not, then you will have to contact Christopherson at trips@cbtravel.com/800-600-3737

Business Travel to add it to your profile

Once you select book for guest, then insert the student's information and proceed with booking the flight

If you are unsure that you have completed purchase-verify with travel office

HOTEL

✓ Attach the hotel credit card authorization form

OR

✓ Have Hotel email credit card authorization link to travel email with name and confirmation number

✓ For **in-state** hotels, you must provide the hotel with the hotel state tax exemption form: [Tax Exemption Form](#)

✓ Verify that Hotel has corporate number 2 days prior (**Esp Marriot**)

Change Search ↑

From
SHV - Shreveport Regional Airport - Shreveport, LA
Find an airport | Select multiple airports

To
BTR - Baton Rouge Airport - Baton Rouge, LA
Find an airport | Select multiple airports

Depart
10/01/2022 dep 09:00 an ±3

Return
10/04/2022 dep 09:00 an ±3

Class Search by
Economy class Price

Flights w/ no double connections

Search

Depart - Sat, Oct 1 ↑

Depart 06:00 A - 11:45 A

Arrive 09:47 A - 05:42 P

Return - Tue, Oct 4 ↑

Depart 06:00 A - 10:17 A

Arrive 09:56 A - 05:46 P

Price ↑

Price \$448.99 - \$1,523.62

Display Settings ↑

Display Settings

Hide Non-refundable Fares

Shop by Fares Shop by Schedule

Please note: search results are based on your selected criteria and other factors including company policies. Fare, schedule or availability information may not be complete or in neutral order.

Flight Number Search Sorted By: Price - Low to High ↓ Displaying: 26 out of 26 results. Previous 1 2 3 Next | All

	07:15a SHV → 01:14p BTR	1 stop IAH	5h 59m	\$448.99 View Fares
	09:12a BTR → 03:26p SHV	1 stop IAH	6h 14m	
Show all details ↓				
	07:15a SHV → 01:14p BTR	1 stop IAH	5h 59m	\$448.99 View Fares
	07:01a BTR → 10:58a SHV	1 stop IAH	3h 57m	
Show all details ↓				
	07:15a SHV → 11:20a BTR	1 stop IAH	4h 05m	\$448.99 View Fares
	09:12a BTR → 03:26p SHV	1 stop IAH	6h 14m	
Show all details ↓				
	07:15a SHV → 11:20a BTR	1 stop IAH	4h 05m	\$448.99 View Fares
	07:01a BTR → 10:58a SHV	1 stop IAH	3h 57m	
Show all details ↓				
	11:45a SHV → 05:42p BTR	1 stop IAH	5h 57m	\$448.99 View Fares
	09:12a BTR → 03:26p SHV	1 stop IAH	6h 14m	
Show all details ↓				

- The airfare quotes should look like this.
- Select Shop by Fares to show the amount.

MEALS

This expense consists of 4 options

1. Breakfast
2. Lunch
3. Dinner
4. Group Meals (cash advance for non-card holder)

If paid out of pocket for students or received a cash advance for meals, then list of students and g-numbers is required.

Refer to [Per diem](#) to determine the meal allowance (search by state and fiscal year).

- In travel Request form, insert number of days **excluding** first and last day.
- There is a separate box for First and Last day ME&I **total** (i.e $2 \times 51.75 = \underline{103.5}$), put in \$103.50
- If traveling with a group of students, do not enter meals, **enter cash advance total only**

CAR RENTAL

- Attach car rental booking form to the travel request: Enterprise form
- A justification letter with supervisor's approval is required for larger vehicles
- Car rentals will be **reserved** and paid by CBA holders.
- Out of State Travels will get reimbursed for gas. (receipts are required).
- For in state car rental, once your travel request is approved, the Travel Office will email you to collect your gas card from Becky Fields (ext. 4460- located at property and receiving) **(carry a copy with you)**.

ENTERPRISE RENTAL BOOKING FORM	
Please allow 7 to 10 days in advance for Enterprise Rental booking to be guaranteed. Please attach this form with the approved travel.	
Traveler: (Must be an authorized driver – for more information, please contact Quintina Harris at ext. 3174)	Name: _____ G Number: _____ Department: _____ E Number: _____ Approved Travel Must Be Attached
Contact Information	Cell Number: _____ Work Email: _____ Work Number: _____
Number of Passengers (only passengers): All passengers (employee or non-employee) must be listed on this form. An acknowledgement form (formerly Hold Harmless Agreement) must be completed by the non-employee and attached to this form.	_____ _____ Other passengers _____
Type of vehicle if more than 4 passengers: (example Large SUV, Mini-Van or 15 passenger van)	_____
Departure: (Only Enterprise business hours)	Date: _____ Time: _____
Return:	Date: _____ Time: _____
318-254-0094 Enterprise rental	Ruston <input type="checkbox"/> Monroe <input type="checkbox"/>
Destination for pick up (In-State of LA only)	Other _____

CAR RENTAL CONT...

- If traveling with non-GSU employees, the travel office MUST be notified, and a [liability form](#) MUST be submitted
- Personal vehicles are allowed with proof that no rental vehicles were available and **prior** authorization from supervisor is given. Otherwise, traveler will only be reimbursed for a maximum of **99 miles**.

MILEAGE EXPENSE TYPE

- * Distance traveled to airport is reimbursable- attach map-quest to show distance traveled
- *State-owned vehicle or state rented vehicle should be used prior to a personal vehicle when mileage exceeds 99 miles
- *If a rental car is not available, proof of unavailability **and prior** authorization from one's supervisor is required in order to be reimbursed for more than 99 miles.
- *Justification should be provided if a traveler is requesting to use his/her personal vehicle mileage.
- * Driving directions are required to be attached in order to be reimbursed.

OTHER ALLOWABLE EXPENSES

This expense consists of 6 options

1. **Baggage**
2. **Gas cost to airport (SHV/MLU)**
3. **Internet**
4. **Parking**
5. **Ground Transportation- Uber, Lyft**
6. **Tips**

REGISTRATION/FEEES

Attach the website link and your login information

Please specify which course you are registering for if there are more than one option.

If a check is needed to pay for the registration fee, then attach the W-9 form.

INTERNATIONAL TRAVEL REQUESTS

- Permission letter to leave the US from President Gallot
- Booking out of Christopherson Business Travels/ Airportal requires letter of Approval from the State Office (case by case basis)- **Send letter to Travel Office.**

Department CBA Holders

Insert CBA holder information

Melody Ford

Academics-

- Academic Affairs-Erica M.
- Kinesiology-Sheila Griffin
- Business-Amanda Sapp
- Honors College-Jackie Newsome
- Professional Studies-Laketha R.
- Enrollment Mgt-Catina Bowman

Carline Valmond

Administration

Courtnei Davis

Athletics

- George Stubbs
- Kyle Jones
- D'Maria Matthews
- Erica cosby
- Jazmyne Lewis

Janice Cowan

Band- Choir

Sharon Perkins

Student Affairs

Kelsea Smith

President's Office

BEFORE YOU RETURN 😊

- Ensure that ALL receipts are to be uploaded including receipt from Hotel

CREATING AN EXPENSE REPORT

I. Retrieve Expense Excel document: [Travel Office Forms](#)

TRAVEL EXPENSE

DATE OF CLAIM

DEPARTMENT

NAME OF OFFICER OF BUSINESS

EMPLOYEE NUMBER

DATE OF TRAVEL

EXPENSE SUMMARY

Auto Allowance	Per Mile Cost	6 miles @ .655 per mile	\$0.96	\$0.96
Subsistence	LODGING		\$0.00	\$0.00
	MEALS		\$0.00	\$0.00
Tolls and Parking			\$0.00	\$0.00
TRAVEL EXPENSE TOTAL			\$0.96	\$0.96

GRAMBLING STATE UNIVERSITY TRAVEL EXPENSE DETAIL

Title III Form 3

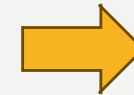
PREPAID EXPENSES

Please list all prepaid expenses below (Cash Advances, Travel Credit Card Purchases, University Card, and Gas Card):

PREPAID EXPENSES	Description	Amount
Cash Advance		
Auto		
Lodging		
Mobile Rental		
Gas		
Group Meals		
Other Registration		
Other		
TOTAL		\$0.00

The Travel Card/CBA Log is to be used to reconcile purchases/expenses made during the billing cycle by matching the paper memo statement received from the bank to the Travel Card Log and the documentation obtained from the vendors on purchase/services. The documentation must be reviewed and certified by the cardholder as received or reported as a disputed item. Each charge/item should be verified. The cardholder should then sign and date the Travel Card/CBA Log and forward to his/her supervisor. The cardholder's supervisor or delegated reviewer must review all travel card transactions, documentation and paper memo statement. To document this review and approval, the supervisor/reviewer is to sign and date the Travel Card/CBA Log. After approval, the original documentation, Travel Card/CBA Log, and the paper memo statement are forwarded to the Disbursement Office (Long-Jones Hall, Room 216A). The Disbursement Office is responsible for the cost distribution and record retention.

DATE	TERRITORY TRAVELED	ODOMETER READINGS		MILES TRAV.	GSA TRAV. LOGGING		TOLLS AND PARK.	TIPS	OTHER EXPENSES	
		DEPART	ARRIVE		TYPE	NO.			TOTAL	DESCRIPTION
TOTALS										



GRAMBLING STATE UNIVERSITY

Travel Expense Form

Travel expense report must be submitted within 90 business days of the traveler's return.

Traveler's Name: _____ G: _____ E: _____

Trip Start Date: _____ Trip End Date: _____

Fund-Org-Account: _____

Purpose of Travel: _____

Total Reimbursable Cost: _____

Certification of Payee: I certify that this expense account is just and true in all respects; that the distance shown were actually and necessarily traveled on the dates specified on official business only; that the expenses charged were incurred on official business of the State and none of the expenses have been paid by the State; and that the full amount is justly due.

I certify that the charges set forth on this expense account have been examined by me. That the services for which the charges are made were necessary and proper; and that in my opinion the amounts claimed are just and reasonable

Traveler _____

Supervisor _____

CBA Holder _____

Title III _____

Grants _____

TRAVEL OFFICE ONLY

Invoice Number		Approved Reimbursable Amount	
Advance Received	\$		
Receipts Total	\$		
Amount Due to University	\$		
Notes:			

Page 1

Page 2

2. Fill areas highlighted in peach
3. Values from page 2 will automatically populate into page 1
4. Complete Travel Expense Docusign
5. Attach Approved Travel Request
6. Attach Excel Document
7. Attach ALL receipts

[Docusign page](#)

REIMBURSEMENTS

- I. Ensure that your direct deposit account has been set up: [Direct Deposit](#)

FYI'S

- One encumbrance and travel request per traveler (students will be placed on the staff's/faculty's travel request)
- Every traveler MUST have active Driver Authorization Status to be able to travel on behalf of GSU
- Reimbursements for personal meals do not require receipts but must be in accordance with PPM49
- Hotels booked above [PPM49](#) rate must at least be at the conference rate, anything higher requires authorization
- An Encumbrance adjustment form must be done if traveler went 20% above initial encumbered amount
- If traveling under Title III funds, prior approval is needed from Title III for any adjustment

FYI'S EXPENSE EXCEL

- You can insert other necessary information/ expense descriptions under **Other Expenses**
- Under meals, you put breakfast, lunch, dinner and First day &/Last day. Next to that you will put the number of days and cost
- Do not submit invoice, **only receipts**
- **One travel request per staff/faculty**
- **One trip per travel expense**