

Grambling State University

State Travel Card/CBA (Controlled Billed Account)

By Erin Walker

Overview

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Important Information



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, training, 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)** and is used by GSU employees to pay for specific, authorized travel expenses.
- The **CBA (Central Billing Account)** is a *cardless* billing account issued to the University for approved travel-related expenses.
- These tools are used to manage official travel and related accounting.
- The individual whose name is assigned to the State Travel Card or CBA is **solely responsible** for all transactions made on the account. The card or account may **not** be used by anyone else.
- The State Travel Card and CBA may be used **only** for authorized travel expenses related to official state business.
- **Approvers** are responsible for approving only those transactions that are appropriate, compliant, and directly related to official state business.



Benefits of the University CBA Card

University Benefits

- Centralized payment for approved travel expenses
- Improved compliance with State (PPM-49) and University policies
- Simplified accounting, auditing, and reporting
- Better cost control and budget oversight
- Reduced risk of unauthorized or personal charges

Traveler & Department Benefits

- Reduced out-of-pocket expenses for travelers
- Faster payment to airlines, hotels, rental car, and conference vendors
- Fewer or no travel advances required
- Streamlined travel authorization and payment process
- Time savings for travelers and approvers

Purpose of the Program

- **Purpose:** Payment of approved travel expenses
- **Four required items for State Travel Card or CBA use:**

Airfare



Lodging



Vehicle Rental

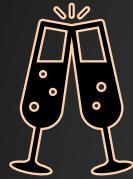


Registration fees

(Membership fees only if included with registrations)



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



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



Parking

Only with hotel stay and
combined on invoice



Internet Services

Only with hotel stay &
combined on invoice



Registration for conferences/workshop

Membership dues if combined



Rental Car ENTERPRISE/HERTZ

Before you Start Checklist

Do
you
have...

1. Approved Travel Authorization (TA)
2. Conference Agenda or Flyer
3. Hotel Reservation: Traveler name(s) & Confirmation number
4. Enterprise Reservation: Traveler name & Confirmation number
5. Car Rental Booking Form
6. Airfare Quote
7. Conference Registration: Quote or invoice
8. GSA Rate and/or Conference Rate Confirmation
9. Signed Payroll Deduction Form (if applicable)
10. Encumbrance: Must be in the traveler's name & Must be fully approved
11. Prior Approval Letters (if required)
12. Wet Roster (required when traveling with a group of students)





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

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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 (Athletics only) 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

Vehicle Rental

- Premium or Special Elite vehicle rentals are not permitted.
- Upgrades require prior approval and must be obtained before making a reservation.
- Travelers must provide Ms. Becky Fields with an approved Travel Authorization (TA) and Encumbrance to obtain a University Gas Card.
- Prior approval is required for any vehicle upgrades and/or out-of-state rentals.
- A formal written justification must be submitted to the Vice President and President.
 - Requests must be routed through the Program Administrator for required signatures.
 - *Approval template is available on the Travel website.*
- Refueling charges and violations (including citations) are not permitted.
- The cardholder and approver must ensure the traveler reimburses Grambling State University within three (3) business days following travel for any refueling or other charges not related to official travel on the CBA card.

VEHICLE RENTAL FORM

- 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.
- Premium or Special Elite vehicle upgrades are not permitted, per the University or 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:

HOTEL/LODGING

Requirements

- Reservation confirmation number must be **in the traveler's name**
- **Screenshot of the GSA rate** for the destination area is required
- **Prior approval from the Vice President and President** is required if lodging exceeds the GSA rate, in accordance with University policy
- **A personal credit card is required at check-in**
 - **No incidental charges** are allowed on the University **CBA card**
- **Louisiana hotels must honor the University's tax-exempt status**
 - If taxes appear on the final invoice, the **traveler must have them removed prior to checkout**

Consequences of Non-Compliance

- Travel requests may be **delayed or denied**
- The **traveler, cardholder, and approver** will be responsible for any **incidental charges**

AIRFARE REQUIREMENT

An **airfare quote is required** at the time you submit your **Travel Authorization (TA)**.

The quote helps confirm **availability, pricing, and compliance** with State travel guidelines.

Once the **Travel Team begins reviewing** your travel request, they will **contact you directly** with the **next steps to secure your flight**.

Do not purchase airfare independently unless specifically instructed by the Travel Team.



WHEN A TRAVEL REQUEST MAY BE DENIED

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
 - Less than 30-day notice
 - Hotel overage
 - Rental upgrades
- GSA rate documentation not provided
- Payroll Deduction Form not submitted
- Incomplete or unapproved encumbrances

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.

ADJUSTMENTS TO THE TRAVEL

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

*Form is located on the travel webpage:

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

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

Other Important Information

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

- Payroll deduction- form on the right
- 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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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 provide documentation or to provide documentation that is not timely or sufficient may result in my 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: _____

2000-4-28-2021

Due Dates for Travelers

30-Day Requirement:

Travel requests must be submitted 30 days in advance. Requests within 30 days require prior approval from the Vice President and President and are reviewed case by case.

*Template on the Travel page.

All hotel 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.

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>

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

Key Contacts



State Travel Card Administrators

Kimoni Perkins
318-274-3850

Chantia Spivey
318-274-6170

After Hour Number (ONLY)
318-957-6740

All Inquires please email travel@gram.edu

Questions

