



## Business Affairs / Travel New Hire Information

### Request for Authorized Travel

All official University travel should be authorized before travel commences, regardless of the amount requested. Therefore, each employee/traveler must complete a Request for Authorized Travel, which is reviewed and approved by Budget Unit Head, Approving Agent and Vice President/President (if applicable).

If the employee does not intend to seek reimbursement, this document should be processed for insurance purposes only, so the employee and Budget Unit Head/Supervisor will have proof the traveler is on official University business.

### Methods of Payment

**Personal Reimbursement:** Traveler pays with personal credit card and requests reimbursement using a Travel Expense Account Form.

**Check to Vendor:** Request a check payable to the vendor using a Travel Expense Account Form.

**T-Card:** Credit cards issued in a State of Louisiana employee's name used for specific, higher cost official business travel expenses. **Only an established T-Card Approver can recommend you enroll in the T-Card Program.**

**CBA:** Credit account issued in an agency's name (no plastic card issued). The CBA account is controlled by the President's Office to provide a means to purchase airfare and lodging only.

Personal Reimbursement	T-Card (Mandatory)
<ul style="list-style-type: none"> <li>• Hotel</li> <li>• Conference Registration</li> <li>• Hotel Parking</li> <li>• Meals</li> <li>• Mileage (99 Miles Max)</li> <li>• Uber/Lyft/Taxi</li> <li>• Luggage</li> <li>• Parking</li> <li>• Tips</li> </ul>	<ul style="list-style-type: none"> <li>• Hotel</li> <li>• Airfare (Through State Contract)</li> <li>• Conference Registration</li> <li>• Enterprise Rental Car</li> <li>• Gas for Rental Car</li> <li>• Tolls for Rental Car</li> <li>• Hotel Parking</li> <li>• Pre-Paid Shuttle</li> </ul>
Check to Vendor	CBA (Faculty/Employees who do not possess a T-Card)
<ul style="list-style-type: none"> <li>• Conference Registration</li> </ul>	<ul style="list-style-type: none"> <li>• Hotel</li> <li>• Airfare (Through State Contract)</li> </ul>

For more information please visit <https://businessaffairs.nsula.edu/travel/>, or contact your department's administrative assistant.

**Peggy Crowder**  
357-6750  
[crowderp@nsula.edu](mailto:crowderp@nsula.edu)

Fax: 357-4985 122 St. Denis Hall – 200 Sam Sibley Drive

**Jennifer Breedlove**  
357-4384  
[breedlovej@nsula.edu](mailto:breedlovej@nsula.edu)