




## SOUTHERN UNIVERSITY AND AGRICULTURAL & MECHANICAL COLLEGE

OFFICE OF FINANCE AND ADMINISTRATION

TO: Deans, Department Heads, and Supervisors

FROM: Desireé Honoré Thomas  
Associate Vice President and Senior Operations Officer

DATE: July 25, 2025 

RE: **SUBR Travel Procedures FY25-26**

Attached you will find relative excerpts from the State of Louisiana Travel Policy and an updated Payroll Deduction form for FY 2025-2026. Please familiarize your travelers with the entire State Travel Policy. Thank you for your diligence in advance.

**IMPORTANT UPDATE: All forms have been updated and may be found at <https://www.subr.edu/page/subr-travel-policies-procedures>**

### **SUBR CBA TRAVEL**

Southern University Baton Rouge Campus (SUBR), following guidelines set by the State of Louisiana Division of Administration – Office of State Travel, has developed procedures for completing travel forms and documentation necessary for travel completion.

- All travelers must follow the attached guidelines to ensure prompt processing and approval of their travel. **Completion and submission of travel documents in a timely fashion is strongly encouraged.**
- Reimbursement will only be made for eligible expenses in accordance with State and University travel guidelines. **Reimbursement requests should not exceed the amount requested on your pre-approved Travel Authorization Form. This includes any costs related to your trip.**
- If you are using the CBA Travel Card, make sure that the amount charged does not exceed the pre-authorized travel limit. If it does, the Comptroller's office will initiate payroll deductions for unallowed expenses.
- A Payroll Deduction Agreement Form must be signed for each instance of travel before approval is granted.

- All travelers must adhere to the State of Louisiana Policy and Procedure Memorandum 49 (PPM 49) <https://www.doa.la.gov/media/faqdrej4/ppm49-2025-07-01.pdf> and the referenced document [ppm49-commissioner-letter-2025-2026-signed.pdf](#).
- All [Travel Authorization](#) Forms must be submitted no less than **45 days** prior to the travel date. International Travel should be submitted no less than **60 days** prior to departure.
- All Travel Authorization Forms must be approved by your dean or director before being submitted to Travel Manager, Faithyia Franklin for processing.
- Lodging, Airfare, Registration, Car Rental, and any other related expenses must be completed on the same Travel Authorization Form. **Each travel form must reflect all expenses for each trip.**
- For same-day travel, you will not receive a per diem.
- Meals listed on the agenda (including continental breakfast) should not be included in your per diem.
- Each traveler is responsible for securing travel reservations.
- If airfare is required, **(Christopherson Business Travel)** it is strongly suggested that the traveler submit a completed Travel Authorization Form at least **45 days** prior to the travel date. This will enable the university to secure the best and most economical rates.
- Travelers must complete the Driver Authorization Process on the university's website ([www.subr.edu/page/subr-travel-policies-procedures](http://www.subr.edu/page/subr-travel-policies-procedures)) before renting a vehicle or using a personal vehicle for university-related travel.
- Rental vehicles must be refueled before being dropped off at the rental site. Original gas receipts will be required for reimbursement.
- Rental vehicles for personal use using the university's account are prohibited and subject to disciplinary action.
- Attach all supporting documents (agenda, itinerary, lodging confirmation, tax-exempt form, and applicable confirmations) to the Travel Authorization Form. Conference requests require the official agenda for approval.
- Personal credit cards are required for payment of hotel incidentals such as food, room service, and similar expenses.
- Travelers should inform the Hotel and Cardholder in advance to prevent charges for no-shows. If not notified, a payroll deduction form may be initiated over the university's expenses.

- Submit all receipts within **five (5)** business days after returning from travel.
- Travelers are required to obtain an itemized receipt or invoice upon hotel checkout to verify accurate billing, including applicable tax exemptions, state sales taxes, and room service charges, to prevent the initiation of payroll deductions.
- If lodging costs **exceed 50% of the GSA Rate**, approval from the Commissioner of Administration is required. This process involves communication with the Louisiana Division of Administration. Therefore, travel requests should be submitted at least 45 days in advance.
- Outstanding travel CBA receipts of hotels and all other receipts should be turned in prior to requesting new travel.
- Any travel expenses received at no cost by a state employee must be reported to the Louisiana Board of Ethics. This requirement covers waived registration fees, meals, lodging, and air or ground transportation. The reporting form needs to be signed by the Chancellor (Head of Agency). Completed forms should be uploaded to <https://eap.ethics.la.gov/FileUpload/>. A confirmation email from the Board of Ethics acknowledging receipt should be included in your travel request to meet compliance requirements.

**It is imperative that all travelers become familiar with PPM 49-Stateof Louisiana Travel Guide.**

If you have questions, you can contact:

- Faithyia Franklin – Travel Manager at 771-4585 or [faithyia.franklin@sus.edu](mailto:faithyia.franklin@sus.edu)
- Karvett Tillery – Director of Travel Services at [karvett.queen@sus.edu](mailto:karvett.queen@sus.edu)
- Linda Wilkins – Travel Supervisor at 771-5905 or [linda\\_wilkins@subr.edu](mailto:linda_wilkins@subr.edu)
- Yvonda Miller – Travel Accountant at 771-5613 or [yvonda.miller@sus.edu](mailto:yvonda.miller@sus.edu)
- Louise Keller – Travel Accountant at 771-4220 or [louise.keller@sus.edu](mailto:louise.keller@sus.edu)

Your assistance in adhering to the requirements will allow for timely approval of your request.