



SOUTHERN UNIVERSITY AND AGRICULTURAL & MECHANICAL COLLEGE

OFFICE OF FINANCE AND ADMINISTRATION

TO: All Current Employees

FROM: Desiree Honoré Thomas 
Associate Vice President and Senior Administrative Operations Officer

DATE: June 12, 2026

RE: Required Travel Acknowledgment and Payroll Deduction Authorization – Policy Compliance

As part of the Southern University and A&M College-Baton Rouge's (SUBR) ongoing commitment to operational excellence, all SUBR travel policies and procedures are currently being revised and updated to ensure greater accountability, efficiency, and stewardship of public resources. Effective immediately, and in alignment with compliance standards, the following requirements apply to each instance of university-related travel:

1. Acknowledgment Requirements

An acknowledgment form must be completed and fully executed prior to each separate date of travel. Signatures are required from the Employee Traveler, their Immediate Supervisor, and the Division Vice Chancellor to adhere to travel guidelines for reimbursement and the possibility of disciplinary consequences.

2. Compliance and Payroll Deduction Authorization

By signing the acknowledgment form, you acknowledge and agree that:

- a. You understand the State of Louisiana and/or SUBR travel rules, policies or guidelines, which outline documentation standards, allowable expenses, submission deadlines, and approval processes.
- b. You are responsible for complying fully with these policies during the travel process.
- c. Failure to provide complete and timely documentation, or noncompliance with policy requirements, may result in certain travel expenses being disallowed.
- d. If expenses are disallowed and funds were advanced or charged to SUBR accounts on your behalf (directly or indirectly), you authorize SUBR to recover those amounts via payroll deduction within **60 days of the date of travel**, in accordance with applicable state and federal laws.

These measures are in place to support the SUBR's pursuit of operational excellence, transparency, and compliance with all applicable regulations. If you have any questions regarding the travel process, please contact the Faithyia Franklin at faithyia.franklin@sus.edu.



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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 comply with travel requirements may result in the denial of reimbursement and that any 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 Chancellor Approval:

I confirm that the employee and supervisor understand the travel acknowledgment and the payroll deduction authorization.

Division VC Signature: _____

Printed Name: _____

Date: _____



SOUTHERN UNIVERSITY AND AGRICULTURAL & MECHANICAL COLLEGE

EFFECTIVE IMMEDIATELY

TRAVEL REQUEST AND TRAVEL CARD EXPENSE PROCEDURES

At the request of the Chancellor's Office and the Office of State Travel, Southern University and A&M College-Baton Rouge (SUBR) is implementing new procedures to enhance compliance and ensure accountability for all University-related travel.

WHAT'S CHANGING?

1. Prior-Approval Requirement

All travel-related documentation, including travel authorizations, itineraries, and supporting documentation, must be submitted to the Travel Program Administrators before any expenditures can be approved and charged to the SUBR CBA account.

Travel-related expenses, including airfare, lodging, rental vehicles, and registration fees, that are prepaid out-of-pocket by the traveler are not eligible for reimbursement unless prior written approval is obtained from the Commissioner of Administration. If such approval is not granted, SUBR will be unable to reimburse the traveler for these expenses. All travelers are strongly encouraged to familiarize themselves with PPM49 (Section 1503.3) to ensure compliance with applicable travel reimbursement requirements and procedures.

The Commissioner of Administration will not approve any after-the-fact reimbursement requests. No exceptions will be made.

Important: If a formal letter is required for submission to the Commissioner of Administration, it must be routed through the SUBR Travel Program Administrators, who will forward the correspondence on behalf of the traveler, upon approval by the Associate Vice President/Senior Admin. Operations Officer and the Chancellor.

2. Submission Timeline

Travel authorization requests must be submitted no later than **45 days prior to the scheduled domestic departure date** and **60 days prior to scheduled international departure date** to allow for adequate processing and logistical planning.

3. Rental Vehicle Refueling and Citation Charges

Any refueling service, traffic citation, parking violation, or other charges incurred during the use of a rental vehicle that are not authorized travel expenses must be reimbursed by the traveler within **48 hours**.

4. Receipt and Documentation Submission

All receipts and supporting documentation must be submitted within **three (3) business days** following the completion of travel. This policy allows SUBR CBA accountholders time to efficiently upload the required documentation and ensure the timely replenishment of funds to the University credit card, thereby avoiding any potential declines.

Failure to comply with the three (3) business day receipt submission requirement may result in the traveler being responsible for future travel expenses out of pocket, with reimbursement issued upon return once valid receipts are submitted.

Questions?

Please contact Faithyia Franklin at faithyia.franklin@sus.edu for further assistance.