



# Travel & Registration Worksheet

Name	Dates of Travel (Depart)	Dates of Travel (Return)	Destination
Date of Request	Purpose of Travel		
Is travel out of country?	Yes*	No	*If yes, attach LOT deputy assistant secretary and DCRT undersecretary approval letter

Airfare:	Carrier	Do you have existing unused tickets?	Yes*	No
*If yes and you are not using them, provide a justification:				
If not flying out of Baton Rouge attach the following:		a. Rate out of Baton Rouge		
b. Rate out of requested airport		c. Will you be requesting mileage reimbursement?	Yes*	No
d. Justification for not using Baton Rouge				

Lodging:	Hotel	Does the hotel rate exceed PPM49 tiered rate?	Yes*	No
*If yes, attach either: a. conference hotel designation by event organizer <u>OR</u> b. DOA approval to exceed PPM49				
Provide the following hotel information for booking purposes:				
a. Web address		b. Contact Number		
c. Promo code or other for special rates offered by event organizer				

**\*\* Attach GSA lodging rate sheet\*\***

Rental Vehicle:	Service Provider (Hertz/Enterprise/National)	
Vehicle Type (Compact, Mid-Sized, Other*)		*If Other, attach approved oversized vehicle request
Dates of rental		
* Traveler is to book rentals using state contract <u>after</u> TA is approved		

State Vehicle:	Is the destination outside the state of Louisiana?	Yes*	No
*If Yes, attach LOT Deputy Assistant Secretary and DCRT Undersecretary Approval Letter			

Registration:	
a: Payee:	b: Amount: \$
c: Web Address:	d: Contact #:

**\*\* Attach Invoice \*\***



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## **Booking:**

- Once complete, attach your approved TA along with any other required approvals outlined above and provide the information to Delinda Joseph.
- Once the hotel/rental car is booked, Delinda Joseph or Sparkle Hurst will provide confirmation information to you.

## **Within 14 days from Return from Travel Status:**

- traveler is to complete a TE form in the LaGov system
- print TE and attach all hotel, airfare, taxi, parking, and other receipts
- make a single copy of hotel and rental car receipts and paperclip to your completed TE  
(\*this extra copy is needed to attach to the CBA card)
- submit completed TE along with copies of hotel/rental car receipts) to the Delinda Joseph for processing