

## Procedures for Travel Requests on Externally Funded Grants

Requests for Official Travel must be submitted in quadruplicate using UL Lafayette forms supplied by the Office of Business Affairs. Requests for travel are to be submitted through the proper chain of command:

- 1) Project Director.
- 2) Appropriate Dean.
- 3) Director of Research and Sponsored Programs, and the President, if requesting the use of a Rental Vehicle or International Travel.
- 4) In the case of International Travel, including any travel to states or territories outside of the contiguous states, additional approval from the UL System must be obtained (e.g. , travel to Hawaii, Alaska, Puerto Rico, etc. requires approval from the Director of Research and Sponsored Programs, President and the UL System).

### ***AN IMPORTANT NOTE:***

The use of the Corporate American Express Card or the agency's Business Travel Account (BTA) is **mandatory when purchasing state contracted airfares**. The airlines impose this mandatory requirement as a part of control that state contract rates are used by state employees only for business travel. This requirement has always been part of state policy even though some exceptions were allowed. However, airlines are "cracking down," prompting the State to direct that no exceptions be permitted. Airlines are even conducting after-the-fact audits and seeking to collect additional charges for questionable use. Policy must be followed to continue receiving non-penalty contract fares from the airlines.