

CMDA TRAVEL POLICY

Shorts Travel has taken over as our approved travel state contract and we are very happy to have them on board. I can say this with all honesty because their website compared to previous vendors, and in a stand-alone look as well, is top notch and tailored specifically for the University. Please make every effort—if you want to travel and be paid by the University for it—to get to know their website and its benefits. Below is a fairly error-free step-by-step guide for University Travel **that will be expected of all College travelers**.

1. Need for Travel
 - a. Brought out by Faculty Member
 - b. Check www.Shortstravel.com/lsu for quotes (DO NOT BOOK, yet)
 - c. Check quotes on hotel, registration, other fees associated with travel
2. Complete [AS292 Authorization to Travel form](#).
 - a. Must include all fees requested to reimburse.
 - b. Is only an “estimate” of total fees but reimbursables cannot exceed this total estimate
3. If Approved for purchase of Airfare
 - a. www.shortstravel.com/lsu
 - b. Book flight with ONLY Shorts. We are not yet approved to use other source. Previously able to use historic quotes for comparison—no longer!
 - c. Book under Theatre/Music CBA unless directed otherwise.
4. If monies are approved—purchase registration (may be able to purchase with ProCard) and keep receipts
5. CBA is approved
6. Keep all receipts
7. Promptly (before the end of the current—return—month) turn in all receipts to:
Business Office—Pat McGrew [102 SOM](#).
8. Payment

All Travelers must complete their profile on the Shorts’ Travel website. Most important of these updates is the filling out of Full Name (very important! to list name as read on identification card), Gender and Birth Date.

Below are times for Shorts’ Online Travel Training Programs.

Click on the appropriate link below to sign-up for an upcoming online training session.

[Wednesday 8/18 - 1PM](#)

[Friday 8/27 - 11AM](#)

[Monday 8/30 - 11AM](#)

[Thursday 9/2 - 10AM](#)

[Tuesday 9/7 - 3PM](#)

Below is a link for a powerpoint presentation on Shorts’ Travel—a helpful how-to presentation.

http://www.fas.lsu.edu/acctservices/forms/travel/LSU_Roadshow_Preso_Final.pdf