

Athletic Department Travel & CBA Card Guidelines

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Director of Purchasing/Travel Program Administrator



GRAMBLING
STATE UNIVERSITY®

NEW EMPLOYEE ON BOARDING

It is the employee's responsibility to connect with the Travel Office at travel@gram.edu in a timely manner to ensure eligibility for official university travel. Employees who do not complete the required travel training will not be permitted to travel on behalf of the university.

University Travel will host various training sessions throughout the year. However, it is essential that employees proactively reach out to the Travel Office, especially those in time-sensitive departments such as Athletics, to arrange immediate training as needed.

Travel/CBA Card Requirements

OST will monitor all Travel/CBA card expenditures on a daily basis.

All contracts that require expenditures to be placed on the Travel/CBA cards must be emailed to OST and GSU Procurement must be uploaded in WORKS. (Coaches **MUST** provide their personal credit card on file for all incidental purchases. **(NO EXCEPTIONS)**)

OST and GSU Procurement must receive contracts prior to any expenditures being placed on the Travel/ CBA cards. This will allow OST, GSU Procurement, to review all preapproved expenditures.

Travel Authorization Requirements

Travel Authorizations must be submitted **30 days** prior to the planned travel date. ⚡ Note: Submission timelines may vary during Recruiting Season.

Must include a justification for travel and its value to the department.

Incomplete or **missing** justifications will result in TA denial.

Failure to comply with travel authorization requirements will result in traveler's TA being denied.

Travel Authorization



Ready, Set... Wait!
Do You Have Everything You Need?

GRAMBLING STATE UNIVERSITY Travel Documents

Documents
Travel Authorization
Non-Conference Hotel: GSA Rate (required)
Conference Hotel: Proof of Conference Hotel; Hotel Reservation # (required)
Agenda/Flyer
Rental Vehicle Request Form: Rental Info Form; Reservation # (required)
Car Rental Booking Form
Airfare Quote
Registration: Invoice/Evidence of Conference Rate; Copy of paid receipt
Signed Payroll Deduction Form
Recruits Official Visit Form (<i>Athletics only</i>) Required for all official visits involving athletic recruits. Must be completed, approved, and attached to the Travel Authorization prior to travel.
Lodging Overage Approval Letter (if applicable). Required if lodging exceeds the allowable GSA rate. Must include justification for overage and be approved prior to travel.
Approval Letter – Commissioner (if applicable) Required for items needing prior approval from the State Commissioner (e.g., after-the-fact travel requests, certain rental vehicle approvals, or exceptions to State Travel Policy). Must be approved prior to travel or expense reimbursement.
Prior Approval Letter for Larger Vehicles (<i>if applicable</i>) Required when requesting rental of larger vehicles (e.g., SUVs, vans, passenger vans) that exceed the standard vehicle class allowed by State Travel Policy. Must include justification and be approved prior to rental and travel.
Prior Approval Letter – Travel Requests Less Than 30 Days (<i>if applicable</i>) Required if the travel request is being submitted less than 30 days prior to the travel start date. Must include a written justification for the late submission and be approved prior to processing.

Revised 4/5/2025

Vehicle Rental Policy



The Defensive Driving On-Line Class is an annual class that needs to be taken at the beginning of each Fiscal Year in July for all travelers of GSU that may need to : Rent vehicles, travel in their own personal vehicles and drive state owned vehicle.

Traveler's responsibility to obtain approval for upgrades prior to reservation.

Only the cost of an economy, compact, intermediate or standard vehicle is reimbursable, unless non-availability is documented from the rental car personnel.

Larger size vehicles (next size from standard) may be allowed when transporting more than three or more persons; however, prior approval must be obtained. A written justification requesting a larger vehicle must be submitted with the travel authorization.

Vehicle Rental Policy



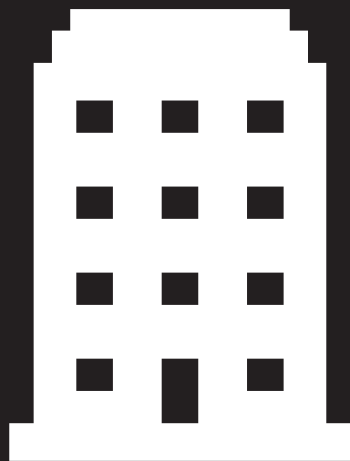
Refueling and any violations (including citations) are not permitted. It is the responsibility of the cardholder, approver, and traveler to reimburse Grambling State University within three business days of the trip's return

Failure to obtain proper approval may result in the traveler having to reimburse the difference from the state's standard or intermediate base rental rate.

The President must approve the upgrade, formal justification must be written to the president and submitted to the Program Administrator

Premium vehicles are **NOT** allowed. **NO EXCEPTIONS**

Incidentals & Hotel Contracts



Coaches must present a personal credit card for incidentals. **No exceptions. Includes hotel contracts.**

If incidentals are placed on Grambling State University's Travel/ CBA Credit Card, the coach and cardholder is responsible for reimbursing Grambling University immediately upon return from the trip.

Prior approval must be granted from the OST for meeting rooms & AV equipment. Must be in the original hotel contract.

Credit Card Authorization must include the following statement: **"All coaches must present their personal credit card for incidentals when checking into a hotel."** Grambling State University is not responsible for incidentals.

Hotel Overages and Rental Upgrades

- GSU's audit review showed Hotel Overages for routine and non-routine travel.
- For routine travel, only the president can approve up to 50% of the GSA rate. Any overage over the 50% requires approval from the Commissioner of Administration.
- For Non-routine travel, only the Commissioner can approve actuals unless it's for a conference.
- For Non-routine travel (conference travel), Department heads or his/her designee have the authority to approve the actual cost of conference lodging at the designated conference hotel. Rates exceeding the Conference Lodging Rate must be approved by the Commissioner of Administration.
- Hotel rooms with multiple occupants must provide the names of all individuals staying in the room.
- Rental upgrades must receive prior approval from the president with a justification letter for why an upgrade is necessary.
- Cancellation fees are not allowed without a formal justification to the President and approved by the president.


Payroll Deduction Policy

Unauthorized charges and/or overage of allowances as defined in PPM49 must be paid back to Grambling State University. The funds will be withheld from the coaches/cardholder's reimbursement or payroll deducted.

Deductions may come from reimbursements or payroll.

All noncompliance issues on GSU CBA cards must be resolved within 7 days or less.

If abuse occurs, whether accidental or intentional, within a Fiscal Year (12- month period), the Traveler will be suspended from utilizing the GSU CBA Card.



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 President Approval:

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

Division VP Signature: _____

Printed Name: _____

Date: _____

CSU 4-29-2025

Parking

Parking charges must be paid out of pocket and be reimbursed, unless it is GSU contracted buses and included in the hotel contract.

Other Important Information

The State CBA card is to be used for official business only. Violators of policies & procedures will be subject to disciplinary action.

Caution Violations:

- Personal or unauthorized purchases
- Alcohol.



Questions

For further guidance, contact:

Erin Walker Director of Purchasing /
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