



In State Routine Field Travel Checklist

- Ensure that you have been given travel privileges in LEO. If not, contact OTS Travel.
- Travelers must use legal names (Ex. Name on birth certificate/ social security card) at all times on travel documentation. **(Travel Authorizations, Hotel and LEO Names should match.)**
- In accordance with PPM49, claims should be submitted within the month following the travel, but preferably held until a reimbursement of at least \$25.00 is due.
- Per PPM49 pages 14 and 15:
Mileage should be computed by one of the following options:
 1. Based on odometer readings from point of origin to point of return.
 2. By using a website mileage calculator or a published software package for calculating mileage such as Tripmaker, How Far Is It, Mapquest, etc. Employee is to print the page indication the physical address, mileage and attach it with his/her travel expense form.
- Per [PPM49](#) page 15:
Beginning 7/1/2019, reimbursements will be allowed on the basis of .58 cents per mile, not to exceed a maximum of 99 miles per round trip and/or day, to travel between a common carrier/ terminal and the employee's point of departure, i.e. home, office, etc. whichever is appropriate and in the best interest of the state.
- Once all information is entered into the travel expense statement in LEO, press the "save and send for approval" button. Travelers must display, print, sign and have your supervisor sign the travel expense statement.
- Send the travel expense statement to OTS.Travel@LA.GOV. OTS travel will review the statement for accuracy prior to sending to DOA/ OFSS for processing.
- If corrections are required, or additional information is needed, an email request will be sent from OTS Travel. Please reply to this email as soon as possible to facilitate a timely reimbursement.
- Once the travel expense reimbursement has been reviewed by OTS Travel, it will be sent to DOA/ OFSS and you will receive a copy of that email.

Travelers must adhere to all OTS travel policy and procedures per [OTS Internal Policies website](#).