

## Travel Authorization (TA) Instructions:

- 1.) The traveler (*or supervisor assigning travel*) must first fill out an [OTS Travel Authorization form](#) found on the [OTS website](#). (preferably 30+ days before travel)

(On page 1):

- a. In the Agency Field, select the Agency you will be traveling on behalf of or *OTS* if traveling in support of an OTS Line of Service
- b. Fill in today's date for the Date of Request
- c. List the Travel Begin and Travel End Dates. (include all days for which you will be on *travel status*; if flying this should equate to your flight dates)
- d. Choose the appropriate [cost center](#) that identifies your OTS unit
- e. Choose the appropriate [Reporting Category](#) / Fund that the travel will be charged to. Agency RCAT's typically start with "D." OTS Line of Service RCATS typically begin with "I" (or a number) Your supervisor or agency ARM should be able to assist with the appropriate RCAT (Fund) code **Note** travel should never be coded to a "J" code as these are reserved for salary only.
- f. Fill in the Official Domicile (city which you work)
- g. Fill in the name of employee(s) traveling, titles and addresses
- h. Fill out the purpose/reason for the travel. Continue on *page 2* if necessary. If the trip is sponsored by a third party, note the details here and fill out the separate [Ethics 413 Form](#)
- i. Document all of the anticipated expense estimates ([airfare](#), [hotel](#), baggage, mileage to/from airport, meals, registration, etc.) in accordance with [PPM49 guidelines](#)
- j. Attach published quotes for the itemized expense items ([hotel rates](#), [rental car fees](#), etc.), along with a copy of the meeting/conference agenda and any other related information to document the necessity of travel or any invitations to events
- k. If traveling on a weekend, using a vehicle rental, or a personal vehicle, then check the appropriate box under **Special Approvals Required** at the bottom of page 2
- l. Print out the completed Travel Authorization form and all supporting documentation (i.e. the conference/meeting agenda, quotes, etc.) to present for appropriate approval and *signatures*.
- m. It is strongly suggested to send a draft TA to [ots.travel@la.gov](mailto:ots.travel@la.gov) for a preliminary review before getting signatures.

## TA Signatures

- a. If traveling on behalf of OTS, the form should be signed by your section head on the top of page 1, then sent to [ots.travel@la.gov](mailto:ots.travel@la.gov) for additional approvals as required.
- b. If traveling on behalf of a scope agency, the TA should be signed on the top of page 1 by the OTS agency relationship manager (ARM/IT Liaison) and also the scope agency appointed authority (most likely the agency Secretary/Undersecretary) will need to sign page 1 as well. Note: If special approvals are required on page 2, the scope agency appointed authority must additionally sign the bottom of page 2 (this is required by state travel).