



TRAVEL

Frequently Asked Questions

Do I have to download a new Travel Authorization or Travel Claim every single time I use the form?

Yes, every time!

This is extremely important for multiple reasons. This ensures “old data” is not stored on the form that causes confusion with duplicated data or incorrect data. It also ensures that you are getting the most up to date information if there is a new mileage rate, or other changes to the travel form.

If the traveler has no reimbursement, do I have to create a travel claim?

No. It is optional, but courteous if you submitted a travel authorization to the travel desk, to send an email to cottravel@lcsc.edu and let them know that TA#(add unique travel ID) will not have a claim submitted due to no expenses, or due to cancelled trip, etc.

How do I get a travel advance?

You can request a travel advance for 75% of the expected expense of mileage and per diem if the amount is equal to or greater than \$250. There is an option to select yes or no to request a travel advance.

If a travel authorization or claim is rejected, does it have to get routed through all signatures again?

No, it should go back to the level that rejected it once corrected. If it was the Controller’s office that rejected the form, the traveler can send it directly back to cottravel@lcsc.edu with the corrected form.

Why do I have to select if there are grant funds being used or not?

Grants have very specific rules about how much money can be spent in various categories. The grants office will need to be included in signature lines on both the Travel Authorization and the Travel Claim if grant funds are paying for the travel.

How do I know who to include on the signature lines?

The person who fills out the form should include all levels of emails in the signature lines for the form to forward correctly.

- On the Travel Authorization include the traveler and the traveler’s supervisor (include the chair, if the supervisor is not the chair). If the traveler is the chair or dean, always go up one level for approval.
- If the travel is out of state and outside of adjoining states, include the appropriate Vice-President as a required signature.
- The Travel Claim only has to be signed by the traveler and their immediate supervisor, as long as their immediate supervisor is a division/department head, dean, vice president, or the president. In this case there is no need for higher level signatures unless the claim is over \$4,999.00 or for international travel.

- If the Travel Claim is \$150 or 25% higher than the amount approved on the Travel Authorization, include a cabinet member for approval.

What do I do if my outlook email shows I sent the document to the next level for signature but that next level did not receive it?

Double check the attached document you sent, and see if the email addresses are all correct. If any were incorrect, make the correction and hit the “approve” green button again to re-send the document. You can also simply send the document forward as an attachment to manually move it forward.

Who are the members of the President’s Cabinet?

See this web page for the current members:

[Cabinet - Office of the President | Lewis-Clark State \(lsc.edu\)](#)

To correct information on this FAQ sheet, or for further clarification on any information above, please contact cotravel@lsc.edu or call 208-792-2206.