

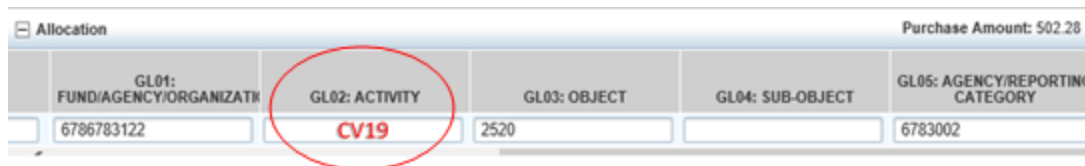
LDOE Travel Notification - COVID-19

Attention LDOE Travelers:

In response to the possible community transmission of coronavirus disease 2019 (COVID-19), the Louisiana Department of Education Travel Office has issued the following guidelines to cancelling travel related to COVID-19.

Please contact your supervisor to determine whether or not travel should be canceled.

Travel cancellation expenses must include Activity Code “**CV19**” in BOA WORKS coding of the expense.



The screenshot shows a form titled "Allocation" with a "Purchase Amount: 502.28" in the top right corner. The form is divided into five columns: GL01: FUND/AGENCY/ORGANIZATION, GL02: ACTIVITY, GL03: OBJECT, GL04: SUB-OBJECT, and GL05: AGENCY/REPORTING CATEGORY. The values entered are: GL01: 6786783122, GL02: CV19 (circled in red), GL03: 2520, GL04: (blank), and GL05: 6783002.

GL01: FUND/AGENCY/ORGANIZATION	GL02: ACTIVITY	GL03: OBJECT	GL04: SUB-OBJECT	GL05: AGENCY/REPORTING CATEGORY
6786783122	CV19	2520		6783002

TRAVEL CARDS

Travel scheduled with the traveler’s travel cards must be cancelled by the traveler.

CENTRAL BILLED ACCOUNT (CBA)

Travel scheduled through the CBA must be canceled by LDOE’s Travel Office. Cancellation of travel must be initiated by the traveler. Please send all notifications/requests for cancellations to TravelHelp.DOE@la.gov.

CANCELLATION PROCEDURES:

CONFERENCE REGISTRATION

- Travelers must review the conference website for cancellation/postponement instructions.
- Travelers must follow conference cancellation guidelines and policy.
- Travelers must print confirmation of conference cancellation.
- Travelers must submit a copy of conference registration cancellation to TravelHelp.DOE@la.gov.
- Travelers must maintain a copy of cancellation for support to Bank of America Statement.

AIRFARE - [Shorts Travel](#)

- Travelers must cancel all airfare directly through Shorts Travel - 1-888-846-6810 (M-F 8:00am -5:00pm central time weekdays) state@shortstravel.com
 - ❖ Non-Refundable tickets - Traveler will receive cancellation of ticket from Shorts Travel and a date in which the unused ticket must be used by. Per PPM 49 unused tickets must be reissued within the timeline set by Shorts Travel.

- ❖ Refundable tickets - Traveler will receive cancellation of ticket from Shorts Travel and a refund for cancellation of ticket and confirmation from Shorts Travel.
- Travelers must submit a copy of Shorts Travel airfare cancellation to TravelHelp.DOE@la.gov.
- Travelers must maintain a copy of cancellation for support to Bank of America Statement.

HOTEL RESERVATIONS - DIRECT BOOKINGS

- Travelers must contact the hotel directly to cancel reservations.
- Travelers must follow hotel cancellation guidelines and policy.
- Travelers must print confirmation of hotel cancellation.
- Travelers must submit a copy of hotel cancellation to TravelHelp.DOE@la.gov.
- Travelers must maintain a copy of cancellation for support to Bank of America Statement.

LA HOTEL PLANNER

- Travelers must login to [LA HotelPlanner](#) and select “View Existing Reservation”.
- Travelers must Cancel the reservation through LA Hotel Planner.
- Travelers must submit a copy of the cancellation to TravelHelp.DOE@la.gov.
- Travelers must follow up with the hotel directly to ensure cancelation has been processed.
- Travelers must maintain a copy of cancellation for support to Bank of America Statement.

VEHICLE RENTAL

- Travelers must login to [Enterprise](#) and select “View/Modify/Cancel”.
- Travelers must cancel the reservation through Enterprise.
- Travelers must submit a copy of the Enterprise cancelation to TravelHelp.DOE@la.gov.
- Travelers must maintain a copy of cancellation for support to Bank of America Statement.

LDOE TRAVEL CONTACT

- LDOE Travel email - TravelHelp.DOE@la.gov
- LDOE Contact - Patrice Duplay-Cotton, patrice.dupclay-cotton@la.gov
- LDOE Contact - Natoria Ingram, natoria.ingram2@la.gov