TRAVEL CARD/CBA – CARDHOLDER/APPROVER ANNUAL REQUIREMENTS

Please submit the paperwork below to obtain or retain your state travel card or CBA account, and/or approver status. These are mandatory annual tasks, and we need all the paperwork (forms and certificates) in the Controller's Office prior to ordering a new card or prior to your existing paperwork's expiration date. NOTE: There is ONE STATE training now for everyone whether p-card or t-card, cardholder, approver, or program administrator. Currently, ULM's p-card and t-card trainings remain separate. Copies of all documentation are to be kept in your area.

The state's training website is SAP SuccessFactors. If you haven't accessed the new site before, login with your H number and click "Forgot Password" ([Link to instructions](#)). An email with a link to get in will be sent to you. Once in, down at the bottom search for "OST" and the training will be in the grid. If you used the site before, log in with your email and the password you set up last time. If that doesn't work, use your H number and click forgot password.

CARDHOLDER ANNUAL REQUIREMENTS

Cardholder Enrollment/Annual Review Form – signed by Cardholder and Approver
- Link to Form: https://webservices.ulm.edu/forms/get-form/918
- STL from the second sheet needs to be picked out
- Note: Any STL over $5,000 will need the approval of the Office of State Travel, on travel cards

OST Statewide Card Policy Training – LaGov SAP SuccessFactors state training certificate
- Your employee number (H########) is needed to log-in (obtained from HR)
- SAP portal: https://lagoverp.doa.louisiana.gov/learningext (Click signin & forgot password)
- SAP instructions: http://ulm.edu/controller/documents/leoinstructions.pdf
- Try different browsers if trouble with view or sound
- Once in, do a search at bottom of page for "ost"

Cardholder Travel Agreement Form – signed by Cardholder and Approver
- A link is available at the end of state LEO training on the LEO web site
- Optional: Link to Form: https://webservices.ulm.edu/forms/get-form/1003
- Put your 'H' employee number on the form

ULM Travel Card/CBA Training – ULM's training certificate
- ULM Training Log-in Link: https://webservices.ulm.edu/training
- View the PowerPoint presentation and answer the few questions
- Email address must be added to be available, let PAs know if training isn't listed

APPROVER ANNUAL REQUIREMENTS

OST Statewide Card Policy Training – LaGov SAP SuccessFactors training certificate
- Your employee number (H########) is needed to log-in (obtained from HR)
- SAP portal: https://lagoverp.doa.louisiana.gov/learningext (Click signin & forgot password)
- SAP instructions: http://ulm.edu/controller/documents/leoinstructions.pdf
- Try different browsers if trouble with view or sound
- Once in, do a search at bottom of page for "ost"

Approver Travel Agreement Form – listing all travel cards/CBA accounts to be approved
- A link is available at the end of state LEO training on the LEO web site
- Optional: Link to Form: https://webservices.ulm.edu/forms/get-form/1004
- Put your 'H' employee number on the form

ULM Travel Card/CBA Training – ULM's training certificate
- ULM Training Log-in Link: https://webservices.ulm.edu/training
- View the PowerPoint presentation and answer the few questions
- Email address must be added to be available, let PAs know if training isn't listed