

## **TRAVEL CARD – CARDHOLDER/APPROVER ANNUAL REQUIREMENTS**

Please submit this paperwork 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: If you are an Approver as well as a Cardholder, you only need to do the LEO approver training not Cardholder. Copies of all documentation should be kept in your department.

### **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

**OSP Travel Card Cert for Cardholders – Louisiana's LEO training certificate**

- Your employee number (H#####) is needed to log-in (obtained from HR)
- LEO portal: <https://leo.doa.louisiana.gov/irj/portal>
- LEO instructions: <http://ulm.edu/controller/documents/leoinstructions.pdf>
- Try different browsers if trouble with view or sound

**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 State Travel Card 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**

**OSP Travel Card Cert for Approvers – Louisiana's LEO training certificate**

- Your employee number (H#####) is needed to log-in (obtained from HR)
- LEO portal: <https://leo.doa.louisiana.gov/irj/portal>
- LEO instructions: <http://ulm.edu/controller/documents/leoinstructions.pdf>
- Try different browsers if trouble with view or sound

**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 State Travel Card 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