



UNIVERSITY  
OF  
LOUISIANA  
L a f a y e t t e

# Staff Vacancy

**Position:** Travel Coordinator      EEO No. BO 4-16

**Responsibilities:** The University of Louisiana at Lafayette invites nominations and applications for the position of Travel Coordinator. Reporting to the Procurement Card Manager, the Coordinator will:

- Audit all university travel transactions in any way the travel was paid to ensure compliance with the State and University policies and procedures including PPM-49;
- Verify that forms are completed and documentation is present and valid regarding travel authorizations, travel advances request, travel expense reimbursements, and any other forms necessary to document the travel transactions;
- Track travel advances that are received prior to travel. Assist employees and others as needed to reconcile the advance following the travel and verify reimbursement when applicable;
- Communicate with employees as to procedures, discrepancies, information requests, follow-up and any other travel-related issues until resolved;
- Monitor and maintain accurate records, Banner transactions, and other documents or systems to support the coordination of travel for the University;
- Assist in the audit of the LaCarte card for travel transactions or statements and prepares journal entries to distribute the charges to the applicable accounts;
- Assist in ensuring the Lacarte cards with travel privileges are closed for terminated employees and the reconciliation of the final travel requests;
- Assist with training of university staff on travel regulations and in compliance with state requirements for training;
- Prepare monthly, quarterly, semi-annual and annual reports;
- Prepare documents for imaging, copying documents upon requests for internal and external auditors or for public records requests;
- Provide customer support for staff and faculty in regard to travel;
- Work with employees and vendors to resolve travel issues as needed;
- Assist in the implementation of the Banner Travel and Expense module to include training of users;

**Qualifications:**

Minimum qualification is a Bachelor's Degree in an applicable major from a regionally accredited institution and one year of travel or purchasing experience "or" four years of purchasing experience. Preferred qualification is at least two years of higher education experience and financial auditing experience. Additionally, the applicant should be proficient in the usage of MS Windows Operating Systems (Office Suite). Ability to exhibit professional customer service skills, effective communication skills and attention to detail.

**Administrative Unit:**

**The Purchasing Office** is a unit within Administrative and Finance Division. It serves as a centralized resource for faculty and staff to ensure that goods and services are procured at the maximum value, in compliance with University and State policies and procedures in accordance with best practices. The Purchasing Office is responsible for all purchases, travel and LaCarte transactions.

**Environment:** Founded in 1898, the University of Louisiana at Lafayette is a public research university with high research activity. The university is the largest member of the University of Louisiana System that consists of nine institutions. The Southern Association of Colleges and Schools Commission on Colleges accredits the university.

The university offers degree programs in 54 undergraduate disciplines, 20 post bachelor certificates, three graduate certificates, the master's degree in 28 disciplines, and the doctorate in 10 disciplines. UL Lafayette has an enrollment of 18,000 students with a full-time faculty of 600. UL Lafayette consists of nine degree-granting units—Arts, B.I. Moody III College of Business Administration, Education, Engineering, University College, Graduate School, Liberal Arts, Nursing and Allied Health Professions, and the Ray P. Authement College of Sciences.

Lafayette is midway between New Orleans and Houston in the heart of Louisiana's Acadian-Creole region. The city of over 124,000 is part of the Lafayette-Acadiana area with a total population of 475,000. It is the third largest city and one of Louisiana's fastest-growing metropolitan areas. The region is the hub of numerous music and cultural festivals and celebrations. Lafayette serves as the base of Louisiana's offshore oil industry, as well as the financial, retail, and medical center for South-Central Louisiana.

Further information about the University is available on the University's webpage at <http://louisiana.edu/>.

**Salary:** Dependent on qualifications and experience.

**Starting Date:** ASAP

**Applications:** Candidate review will begin immediately. Applicants should send a cover letter, résumé with past/present employment, and the names and contact information of three references to:

Marie C Frank, Director  
Office of Purchasing  
University of Louisiana at Lafayette  
P. O. Box 40197  
Lafayette, LA 70504