

## Submitting or Revising a Travel Disclosure

The LSU policy on financial disclosures and conflicts of interest, [Policy Statement 98](#), defines Significant Financial Interest to include university related travel that is funded by external sources. The disclosure of any externally-funded travel is required within 30 days of travel.

This disclosure requirement does **not** apply to travel that is reimbursed or sponsored by U.S. Federal, state or local governmental agencies, U.S. institutions of higher education, research institutes affiliated with institutions of higher education, academic teaching hospitals, and medical centers.

Use the following process to submit or revise a disclosure of externally-funded travel.

### Login to GeauxGrants

GeauxGrants is accessed online through [myLSU](#) as well as the [GeauxGrants help desk](#). Login to the system using your myLSU ID and password. Once in the system, select “Conflict of Interest” from the left side menu to enter the COI module.

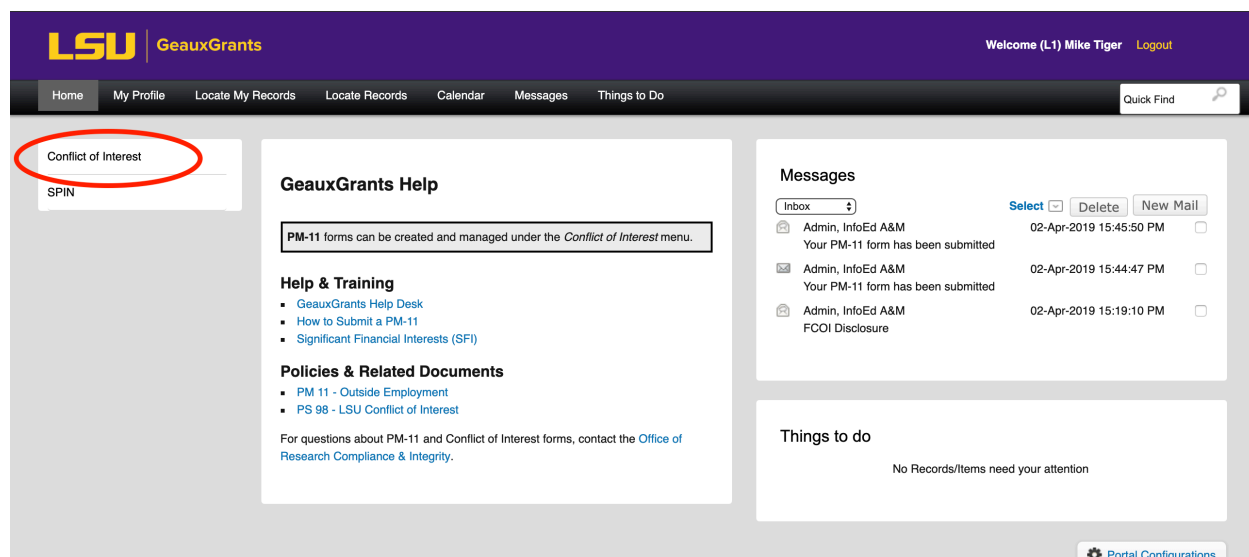


Figure 1 - GeauxGrants Home Screen

### Create a New Disclosure

Select the Create/Update Disclosure button, which you use for all new conflict of interest disclosures. On the following screen, you can select the “New/Update” button under Travel Disclosure.

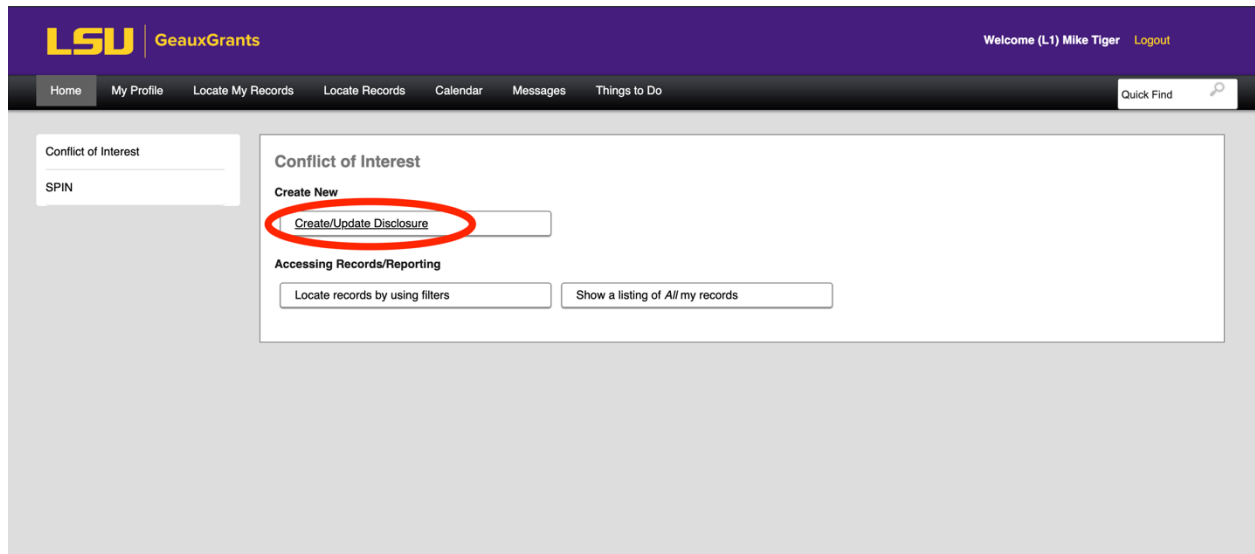


Figure 2 - Create New Disclosure

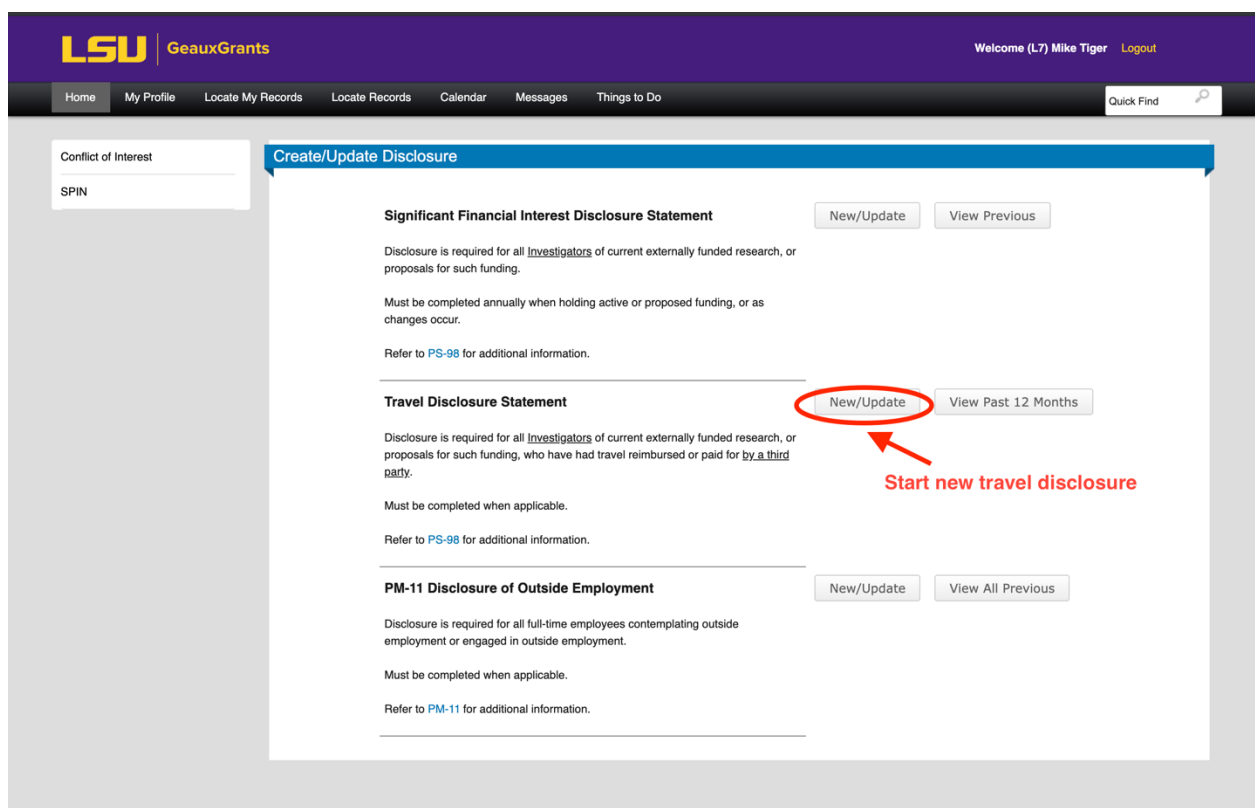


Figure 3 - New/Update Travel Disclosure

## Travel Questionnaire

Review the travel disclosure introduction to see if you are required to disclose your externally funded trip. Remember that travel which is reimbursed or sponsored by U.S. Federal, state or local governmental agencies, U.S. institutions of higher education, research institutes affiliated with institutions of higher education, academic teaching hospitals, and medical centers is exempt from this disclosure.

LSU

Close Save Complete ☐ Print Submit

Updated By: (L7) Mike the Tiger @ 28-Mar-2019 10:40:11 AM

TRAVEL DISCLOSURE

ALL PAGES

**TRAVEL DISCLOSURE**

**Instructions / Introduction**

This travel disclosure form must be completed by all Investigators who, regardless of title or position, are responsible for the design, conduct or reporting of current externally funded research, or proposals for such funding and who have at present or in the past twelve months had any travel costs related to their institutional responsibilities that were either: (1) reimbursed directly to you by a third party or (2) paid on your behalf by a third party (i.e. not through the LSU travel office).

**Note:** This does not include travel that is reimbursed or sponsored by U.S. federal, state or local governmental agencies, a U.S. institutions of higher education, research institutes affiliated with institutions of higher education, academic teaching hospitals, and medical centers.

The requirement to complete this Travel Disclosure does not replace the need to disclose Outside Employment in accordance with [LSU Permanent Memorandum Number 11 - Outside Employment of University Employees \(PM-11\)](#) and file a travel expense disclosure statement in accordance with the Louisiana Code of Governmental Ethics.

For questions related to completing this disclosure, please refer to [LSU Policy Statement Number 98 - LSU Financial Conflict of Interest in Research \(PS-98\)](#) or contact the LSU's Office of Research and Economic Development.

**Confidentiality of Disclosure Form**

To the extent permitted by law, all disclosure forms, conflict management plans, and related information will be confidential. However, LSU may make such information available when required by law, mandated by the funding agency, or determined to carry out the purpose of administration of PS-98. If LSU is requested to provide disclosure forms, conflict management plans, and related information to an outside entity, you will be informed of this disclosure.

Was the travel that you are disclosing reimbursed or sponsored by U.S. Federal, state or local governmental agencies, U.S. institutions of higher education, research institutes affiliated with institutions of higher education, academic teaching hospitals, and medical centers?

Yes ☐ No ☐

**Answer this question.**

Louisiana State University  
Office of Research & Economic Development  
130 David Boyd Hall  
Baton Rouge, Louisiana 70803  
PHONE: 225-578-5833 FAX: 225-578-5983

Help | Contact

Figure 4 - Travel Screening Questionnaire

Then, answer the travel screening question.

## Add Entities

If you answer "No", you must disclose your trip(s) and the funding source for each trip. Type the name of the company in the **Entity** box, and all of the relevant information. If you need to add an additional trip, press **ADD** and complete each subsequent line accordingly.

Close Save Complete ☐ Print Submit

Was the travel that you are disclosing reimbursed or sponsored by U.S. Federal, state or local governmental agencies, U.S. institutions of higher education, research institutes affiliated with institutions of higher education, academic teaching hospitals, and medical centers?  
 Yes ☐ No ☒

**Disclosure Form**

\* Travel Details

To add details of travel that was reimbursed directly to or paid on your behalf by a third party, click **Add Trip** button. If entering more than one trip, click the Add Trip button for each trip.

| * Start Date | * Duration (days) | * Entity Name | * Primary Purpose | * Other (please explain) | * Destination (City, State) | Country if outside of the U.S. | * Est. Value of Travel (in \$) |
|--------------|-------------------|---------------|-------------------|--------------------------|-----------------------------|--------------------------------|--------------------------------|
|              |                   |               |                   |                          |                             |                                |                                |

**Additional Information**  
 Please include any additional relevant information about your travel. Identify trip as necessary.

Figure 5 - Add Entities for Travel Disclosure

## Certification

Certify that the information in your disclosure is correct. At the top of the form, click **COMPLETE** and then **SUBMIT** to forward your disclosure for future review.

Close Save Complete ☐ Print Submit

**Certifications**

I certify that the information provided in this disclosure form is true and accurate to the best of my knowledge. I have read and understand LSU's Financial Conflicts of Interest in Research Policy (PS-98) and have completed this disclosure form to the best of my knowledge and belief. I agree to comply with the Financial Conflict of Interest policies of the University and any external sponsor regulations from which I seek funding as an Investigator, as well as acknowledge the following:

- If applicable, I will ensure that a travel disclosure is on file no later than at the time of proposal/application to an external sponsor.
- As an active Investigator, I will fulfill my disclosure responsibilities at least annually.
- I agree to submit a new travel disclosure within thirty (30) days of any change.
- If required, I will comply with any conditions or restrictions imposed by the University to manage any real or perceived conflicts.

1. ☐ \* I certify that the information in this disclosure is true and accurate.

When you are finished please click COMPLETE at the top of the page and SUBMIT your disclosure.

Figure 6 – Certification