

LSU COMPLIANCE

OFFICIAL VISIT CHECKLIST

Pre-Visit:

- Step 1:** PSA biographical info is in ARMS (e.g. phone #, D.O.B)
- Step 2:** Upload the PSA's transcripts & test scores under the 'Documents' tab in ARMS.
- Step 3:** Submit Official Visit Request Workflow in ARMS (All Biographical Information will prepopulate)
- Step 4:** Online Travel Authorization through AirPortal (will not be approved until Compliance approves step 3).
- Step 5:** Work with travel office for hotel & flight once approved in AirPortal.
- Step 6:** Make sure Compliance has a copy of the OV Itinerary BEFORE the visit begins.
- Step 7:** E-mail Official Visit Letter to PSA & Early Arrival Letter if applicable (once received from Compliance).

Post-Visit Forms: (to be included with voucher)

- 1. Official Visit Itinerary
- 2. Post Official Visit Verification Form
- 3. Prospect Declaration Form
- 4. Student Host Declaration Form
- 5. Prospect Reimbursement Form (if applicable) - signed by PSA
- 6. Prospect Meal Tracking Form for each meal/snack
- 7. Assumption of Risk, Release and Waiver if PSA used LSU facilities.