

University Travel

The purpose of this brochure is to provide a general overview of PM-13, University Travel Regulations, and to educate employees who travel on University business. Employees are encouraged to visit the Accounting Services website at <http://www.lsu.edu/administration/ofa/oas/#>, click Department then click Accounts Payable (AP) & Travel, Travel, Policies and Procedures to obtain the most current version of PM-13 to review the complete set of travel rules and regulations as well as any other forms or policies related to travel. Failure to comply with regulations can result in non-reimbursement of travel expenses.

University policies mandate that all airfare is purchased through the state-contracted travel agency, **Christopherson Business Travel**. Lowest logical fares must be purchased from the state-contracted travel agency unless approval has been granted **prior to travel** to purchase the airfare from an alternate agency, resulting in a 10% cost savings amounting to at least \$100, not including the service fee. Requests for an exception to use an alternate travel agency or to purchase airfare from a web vendor should be sent to the person who has been delegated this authority on your campus (see PM-13, Appendix B) for consideration prior to purchasing any airfare. All pertinent documentation should be attached to the request. A written response via e-mail granting or denying the exception request will be provided.

Lowest logical fares are penalty tickets that can have restrictions and charge penalty fees for changes or cancellations. If the traveler's schedule changes resulting in a penalty and additional cost to change the ticket, the University will reimburse the penalty incurred when the change or cancellation is required by the University or due to other unavoidable situations approved by the person who has been delegated this authority on your campus (see PM-13, Appendix B). Certification of the requirement for the change or cancellation by the traveler's Department Head/supervisor is required on the travel expense reimbursement request.

International airfares available from other sources may be less expensive than fares available from the state-contracted travel agency. Once an employee has been granted approval to travel internationally, the employee is free to either: 1. Book airfare through the state-contracted travel agency; or 2. If an employee seeks and finds a lower fare available from a source other than the state-contracted travel agency, the employee must obtain from the outside source a copy of the proposed itinerary and the complete cost. This information must be provided to the state-contracted travel agency for review. The agency will determine if the airfare can be matched or beat and, within 24 hours, a response will be provided to the traveler and Associate Director, LaCarte & Travel. If the fare can be matched or beat, the ticket must be purchased from the state-contracted travel agency and an exception request will not be approved. If the travel agency cannot match the price, the travel agency will indicate via e-mail that the itinerary cannot be matched. This approval must be attached to the Travel Expense Report to obtain reimbursement of the cost of the ticket. If no response is received within the 24 hour period, the airfare can be purchased by the traveler (e-mail must be attached to the reimbursement/payment request).

Employees must use caution when purchasing tickets from sources other than the state-contracted travel agency, particularly restricted fares, many of which cannot be changed. The state-contracted travel agency will not be available to help with changes, cancellations, or other needs when a ticket has not been purchased through their office. It will be the responsibility of the employee to ensure the ticket meets their needs and to make changes, cancellations, etc. after the

ticket is purchased. Any fees associated with changes or cancellations are also the responsibility of the employee.

LaCarte Card Program

Employees who travel on University business are encouraged to participate in the LaCarte Card Program since the program allows for payment of business travel expenses. However, meals and personal incidental expenses are not allowed on LaCarte. The single purchase limit for travel is \$5,000 (monthly limit of \$40,000). When LaCarte is used for payment of business travel expenses, all original itemized receipts must be submitted. Meal per diem will be reimbursed upon completion of the trip once the traveler submits the Expense Report. For information regarding enrollment in the LaCarte Card Program, please contact Accounts Payable at 578-1550.

Christopherson Business Travel

Christopherson Business Travel (CBT) is the contracted travel agency. The contact information for CBT is as follows:

Phone: 800-961-0720

Email: Statelauniv@cbtravel.com

Online support phone: 888-535-0179

Email: onelinesupport@cbtravel.com

Summary of pertinent information:

1. Christopherson Business Travel's normal business hours are 7 am to 7 pm CST Monday - Friday. Online Support normal hours of operation are 8 am to 7 pm CST Monday - Friday.
2. The agent-assisted transaction fee is \$24.00 for Domestic and \$31 for International.
3. Christopherson Business Travel should be used for University business travel only.
4. Any calls made between 7pm and 7am CST will roll over to the After Hours Service Provider. After-hours services should be limited to true emergencies. Airfare bookings should be made during normal business hours.

All employees are encouraged to use the **CBT Concur Online Booking System** for travel bookings. The system link is located on myLSU under Travel Resources. As employees log into myLSU and click the link, the AirPortal's Header Screen will be displayed with the employee's name listed in the upper right-hand corner. For bookings, employees must click "Book Travel/Manage Online Trips," located on the left-hand side of the screen, to be taken into the Concur system. The online booking fee is \$7.00. An HR integration was created to provide Christopherson with basic demographic information for active LSU employees, including employed graduate students, to create profiles. Profiles will be created in the CBT Concur Online Booking System as employee HR records are approved and in an active status.

Travel Reimbursement Rates

Meals & Lodging: No receipts required for Per Diem Meals. Receipts are required for lodging approved at U.S. Department of State rates. Any meals included in the registration fee for a conference/convention must be excluded from the daily meal allowance. See **Meals & Routine Lodging Reimbursement Schedules** on the back of this brochure for reimbursement rates.

Eligibility for Reimbursement of Meals & Lodging:

- A. Single Day Travel - Meals are not eligible for reimbursement on single day travel. However, the Department Head/designee will be allowed to authorize single day meal reimbursements on a case-by-case basis. Any such reimbursements must be considered taxable income to the employee. The traveler must be in a travel status for a minimum of 12 hours.

The maximum allowance for meal reimbursement for single day travel is \$48.

1. Breakfast & Lunch: \$33 - Travel must begin at/or before 6 am
 2. Lunch: \$17
 3. Lunch & Dinner: \$48 - Travel must end at/or after 8 pm
- B. Travel with Overnight Stay
1. **Breakfast (B)** - When travel begins at/or before 6 am on the 1st day of travel and extends to/or beyond 9 am on the last day of travel, and for any intervening days.
 2. **Lunch (L)** - When travel begins at/or before 10 am on the 1st day of travel and extends to/or beyond 2 pm on the last day of travel, and for any intervening days.
 3. **Dinner (D)** - When travel begins at/or before 4 pm on the 1st day of travel and extends to/or beyond 8 pm on the last day of travel, and for any intervening days.
- C. Alcohol - Reimbursement for alcohol is prohibited.

Travelers may be reimbursed for **conference lodging** at actual rates in accordance with PM-13. Travelers must provide documentation designating the official conference hotel and nightly rate.

Hotel State Sales Tax Exemption

Employees are encouraged to seek hotel sales tax exemption by use of the **R-1376 "Governmental Employees Hotel Lodging Sales/Use Tax" exemption form** located on the AP & Travel website at <http://www.lsu.edu/administration/ofa/oas/acctpay/> when traveling in-state on official university business.

For all hotel lodging, including AirBnB, only the first nights lodging can be prepaid to secure the reservation. Lodging should not be prepaid in total, payment should be made at checkout.

Mileage

The mileage rate is \$0.62 per mile. Refer to PM-13 for mileage reimbursement information.

In-State Vehicle Rentals

The State has contracted with Enterprise, National & Hertz for all in-state vehicle rentals. Usage of the contract is mandatory for University employees. It is the traveler's discretion which rental company is utilized. Please see the AP & Travel website for **FY23 Rental Vehicle Rates** and the **Vendor's Reservation Links**. For Enterprise and National reservations, employees should select their respective campus when making reservations. Only the rental of a compact or intermediate model is reimbursable unless non-availability is documented or the vehicle is used to transport more than two individuals. It is the Refer to PM-13 for more information on rates and to determine the insurance coverage that is reimbursable.

Out-of-State Vehicle Rentals

The State has contracted rental vehicles for out-of-state travel, excluding International travel, utilizing the State of Louisiana's Out-of-State Contracts, which use is mandatory for University employees. The participating vendors include Enterprise, National and Hertz. It is the traveler's discretion which rental company is utilized. All University employees are required to use these contracts due to exceptional pricing which includes CDW / (Collision Damage Waiver) and one million dollar (\$1 million) liability insurance. All nonemployee students, University guests, and contractors are encouraged to utilize the out-of-state contracts which include one million dollar (\$1 million) liability insurance. However, if the out-of-state contracts are not used by non-employee students, University guests, and contractors are encouraged to purchase insurance when they are renting a vehicle. See **Out-of-State Contract Vehicle Rental Rates** on the Accounts Payable and Travel website. The corporate account number will be required.

Receipt Requirements

Original itemized receipts are required for all travel expenses **except** for the following:

1. Buses, subway and street car/trolley fares \$10 or less daily;
2. Non-local parking, fares and tolls \$5 or less per transaction;
3. B.R. airport parking is \$4.50/day (receipt required);
4. Options for the New Orleans airport parking are Surface Lot \$18/day, Airline Economy Garage \$12/day or USPark's lot 14/day (receipts required);
5. Tips for valet parking limited to \$5/day;
6. Baggage handling incidental tips limited to a maximum of \$5/day;
7. Meal Per Diem within State-allowed rates.
8. A driver's tip for shuttle/limousines and taxis may be given and must not exceed **20%** of the total charge.

Luggage Charges

Luggage charges from airlines may be reimbursed, with a receipt, for the 1st checked bag for a business trip of 5 days or less and for a 2nd bag for a 6-10 day business trip and/or additional baggage which is business related and required by the department. The traveler must present a receipt to substantiate the luggage charges. Travelers will be reimbursed for excess baggage charges (overweight baggage) only in the following circumstances:

1. When traveling with heavy or bulky materials or equipment necessary for business.
2. The excess baggage consists of organization records or property.

Prior Written Approval Requirements

Prior written approvals are required for certain travel expenses, please refer to PM-13, University Travel Regulations, as well as, Appendix B for the specific approval authority.

Before any travel arrangements are made or paid, travelers are required to obtain the prior approvals using the appropriate travel/Spend Authorization in Workday or travelers may be at risk of not being reimbursed.

Meals Reimbursement Schedule

Tier	Meals Area	B	L	D	Total
I	In state cities, with the exception of New Orleans	16	17	31	64
II	New Orleans and out of state cities, with the exception of the cities listed in Tiers III & IV	17	18	34	69
III	Atlanta, Austin, Cleveland, Dallas/Fort Worth, Denver, Ft. Lauderdale, Hartford, Houston, Kansas City, MO, Las Vegas, Los Angeles, Miami, Minneapolis/St. Paul, Nashville, Oakland, CA, Orlando, Philadelphia, Phoenix, Pittsburgh, Portland, OR, Sacramento, San Antonio, San Diego, Sedona, St. Louis, Wilmington, DE, Puerto Rico, U.S. Virgin Islands, all of Alaska and Hawaii, American Samoa, Guam and Saipan	17	18	34	69
IV	Alexandria & Arlington, VA, Baltimore, Boston, Chicago, New York City, San Francisco, Seattle, Washington, DC, and international cities	18	20	36	74

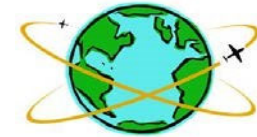
Routine Lodging Reimbursement Schedule

Tier	Lodging Area	Routine
I	In state cities (except as listed)	96
I	Alexandria/Leesville/Natchitoches	99
I	Baton Rouge – EBR	99
I	Baton Rouge – Lod Cook only	109
I	Covington/Slidell - St. Tammany	96
I	Lafayette	96
I	Lake Charles - Calcasieu	96
II	New Orleans - Orleans, St. Bernard, Jefferson and Plaquemines parishes (Jul – Sept)	136
II	New Orleans - Orleans, St. Bernard, Jefferson and Plaquemines parishes (Oct – Jan)	136
II	New Orleans - Orleans, St. Bernard, Jefferson and Plaquemines parishes (Feb – June)	158
II	Out of state (except cities listed in Tiers III & IV)	96
III	Atlanta, Austin, Cleveland, Dallas/Fort Worth, Denver, Ft. Lauderdale, Hartford, Houston, Kansas City, MO, Las Vegas, Los Angeles, Miami, Minneapolis/St. Paul, Nashville, Oakland, CA, Orlando, Philadelphia, Phoenix, Pittsburgh, Portland, OR, Sacramento, San Antonio, San Diego, Sedona, St. Louis, Wilmington, DE, Puerto Rico, U.S. Virgin Islands, all of Alaska and Hawaii, American Samoa, Guam and Saipan	170
V	Baltimore, Boston, San Francisco, Seattle, Chicago	212
V	International cities	200
V	Alexandria & Arlington, VA, New York City, Washington, DC	225

International Rates: Apply to all destinations EXCEPT travel within the 50 United States, District of Columbia, Puerto Rico, Virgin Islands, American Samoa, Guam and Saipan. Expenses will be reimbursed at \$200 per night exclusive of tax for lodging and Tier IV rates for meals unless U.S. Department of State rates are requested and approved.



FY 22-23 Travel Orientation Brochure



This brochure provides a general overview of LSU's travel rules and regulations. Refer to PM-13, University Travel Regulations, for the complete set of travel rules and regulations.

Office of Accounting Services Accounts Payable & Travel

Thomas Boyd Hall
Baton Rouge, LA 70803-2901
Phone (225) 578-1550 Fax
(225) 578-2052

State-contracted Travel Agency Christopherson Business Travel

Toll Free (800) 961-0720
E-mail: statelauniv@CBTravel.com

24-hr Emergency Service
(800) 961-0720
(After 7 pm and on weekends)