



**HAPPY NEW YEAR
2023!**



*Happy
Valentines
Day*



Travel Presentation



LaCarte Card

- Preferred method of payment if traveling on university business
- AS700, LaCarte Enrollment form requires Department Head approval
- Provided as a means for travelers to avoid having to use personal funds

Reminders:

- Employees should use their LaCarte card for booking their own travel expenses.
- Employees should not book travel expenses for other employees
- Meals and/or personal incidentals should not be charged on the LaCarte card

Travel Agency – Contact Information

Christopherson Business Travel (CBT) is the State of Louisiana contracted travel agency. The contact information for CBT is provided below. For more information on CBT, please refer to the New Travel Agency section on the Accounts Payable & Travel website.

CBT UNIVERSITY TRAVEL TEAM

Monday – Friday 7a.m. – 7p.m. CT

P: 800-961-0720

E-mail: Statelauniv@CBTravel.com

Domestic and International Travel Advisors*

Darryl Truelove: 720.200.4118 Darryl.Truelove@cbtravel.com

Ericka Krzykwa: 801.327.7724 Ericka.Krzykwa@cbtravel.com

Kelley Kokes: 801.327.7678 Kelley.Kokes@cbtravel.com

Kelly Arens: 801.327.7707 Kelly.Arens@cbtravel.com

Jay Rowley: 801.327.7634 Jay.Rowley@cbtravel.com

Michelle Yanez Newcomb: 801.327.7635 Michelle.Yaneznewcomb@cbtravel.com

Group Travel Agents*

Tonja Smith: 205.874.8540 Tonja.Smith@cbtravel.com

Charlotte Liner: 205.874.8530 Charlott.Liner@cbtravel.com

***Note:** Travelers/Departments are encouraged to send e-mails to the main e-mail address, but it is acceptable to contact one of the Advisors directly; however, please do not send an e-mail to all Advisors at once as it will delay respond time for other requests.

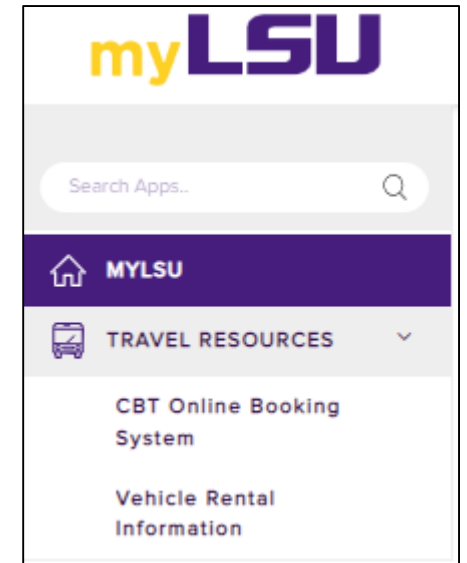
Travel Agency - CBT Contact Information

Summary of pertinent information:

1. Christopherson Business Travel normal business hours are 7:00am to 7:00pm CST Monday-Friday.
2. The agent-assisted transaction fee is \$24 for domestic and \$31 for international.
3. Any calls to (800) 961-0720 made between 7pm and 7am CST will roll over to the After-Hours Service Provider. After-Hour services should be for limited to true emergencies. Airfare bookings should be made during normal business hours.

CBT Concur Online Booking System is available on myLSU!

The link to CBT Concur Online Booking System is located on myLSU under Travel Resources. Upon myLSU login and clicking the link, users will land on the Header screen in Airportal. Users must click, Book a Trip on the left-hand side of the screen to be taken into the Concur site. The online booking fee is \$7.



HR Integration Update

- **Concur System** updates impacted our integration/HR Feed for creating user profiles.
- ***New hires & employees changing departments***
- We are in the queue awaiting the fix!
- CBT has been working diligently to create profiles manually until the matter is resolved
- Continue to contact Jennifer Driggers at jdrigg@lsu.edu or Kathleen Patrick at kelder1@lsu.edu



Centrally Billed Accounts (CBAs)

- CBA Approval Issues
 - Some departments have not received the CBA Approve/Deny e-mails
- ***Travel Arrangers are encouraged to use LaCarte as payment for guests or student airfare bookings***
- Advisor's training issue & CBT has been working diligently with the advisors
- Contact Jennifer Driggers at jdrigg@lsu.edu or Kathleen Patrick at kelder1@lsu.edu

In Progress

□ **Customer Service Survey**

- Requestors (i.e., Traveler/Travel Arranger) will receive the survey via e-mail after bookings
- Responses are encouraged
- Survey link will be published on the Accounts Payable & Travel website

□ **Transition CBAs to 100% LaCarte via Travel Arranger Profile**

- Pay for guest and student airfare
- Simplify the booking process and expedite payment



International Travel – Is the location High Risk?

- Review the **U.S. Department of State** website for the travel advisories as referenced in **FASOP AS-18, High Risk Travel to Restricted Regions**

- High Risk travel approval is required for countries with a travel advisory of either:
 - **Level 3: Reconsider Travel**
 - **Level 4: Do Not Travel**

- Prior approval from the Office of Academic Affairs via a recommendation from the International Travel Oversight Committee (ITOC) **at least 30 days in advance** of the proposed departure date or as soon as the trip is known.

- High Risk travel forms listed below must be submitted to Patrice Gremillion at pgremill@lsu.edu:
 - AS295, Request to Travel to Restricted Regions for Individual Travelers, or
 - AS296, Request to Travel to Restricted Regions for Student Study Trips

- Academic Affairs will return the forms to the requesting department with a final decision
- Spend Authorization should be initiated with the approved high risk travel forms attached



Spend Authorization for Workers

- Spend Authorization should be completed and fully approved prior to making any travel arrangements and/or traveling
- Spend Authorization is required regardless of who pays (i.e., University or a third-party) for the travel expenses
- Employees traveling without an approved Spend Authorization may be deemed personal
- University reserves the right to withhold reimbursement and/or take disciplinary actions for unauthorized travel

Spend Authorization Requirements

- Start/End Travel Dates – Include any personal travel dates
- Description – Include departure and return destinations
 - ▣ List all locations if multiple travel locations
- AS292-A: Spend Authorization Attachment – Attach if any of the below criteria applies:
 - ▣ Personal dates of travel/destinations
 - ▣ High risk travel to a restricted region
 - ▣ Travel greater than 30 days at one business location



Spend Authorization Not Required

- **Virtual Meeting with no Physical Travel**
 - ▣ Expense Item – Training Fees and Registrations

- **Physical Travel/In-person Meeting (within domicile city)**
 - ▣ Expense Item – Registration Fees/Local

Travel Authorization for Non-Workers

- Workday
 - ▣ External Committee Member (ECM)
 - University Guests
 - Non-employed Student
 - ▣ Spend Authorization for Non-Worker (ECM)

- Paper Form
 - ▣ AS516: Request For Authorization To Travel For Non-Worker



Ethics Reporting

- Travel expenses, including travel scholarships, covered by a third party or a sponsor are subject to the reporting requirements in R.S. 42:1111 Code of Governmental Ethics.
- Pursuant to La. R.S. 42:1123(41), any public servant who accepts complimentary admission, lodging, or transportation to and from an educational or professional development, seminar or conference shall file an affidavit with the Board of Ethics within 60 days after such acceptance.
- It is the employee's responsibility to properly complete and submit to the Board of Ethics via the disclosure form.

Disclosure Form 413

- ❑ Latest version of form must be completed (revised Dec 2022)
- ❑ Form will be deemed unacceptable if not fully completed
- ❑ Handwritten signature is required
- ❑ Electronic signatures not acceptable
- ❑ Agency Head (or designee) signature is required
- ❑ Signed form should be attached to the Spend Authorization/Expense Report

LOUISIANA BOARD OF ETHICS Mail: P.O. Box 4368, Baton Rouge, LA 70821 Fax: 225-381-7271 Upload: https://eap.ethics.la.gov/FileUpload
COMPLIMENTARY ADMISSION, LODGING AND/OR TRANSPORTATION DISCLOSURE STATEMENT
<small>Pursuant to La. R.S. 42:1115.2, any public servant who accepts complimentary admission, lodging, or transportation, or reimbursement for such expenses shall file a certification with the Board of Ethics WITHIN 60 DAYS AFTER SUCH ACCEPTANCE.</small>
Agency Head Certification (to be completed prior to event attendance):
By my signature below, I, _____ (agency head printed name)
<ul style="list-style-type: none">• Certify that the Public Servant's acceptance of the complimentary admission, lodging and transportation, or reimbursement of such expense (check applicable box)<ul style="list-style-type: none"><input type="checkbox"/> is of direct benefit to the agency or<input type="checkbox"/> will enhance the knowledge or skill of the Public Servant as it relates to the performance of his public service.• <u>Certify that I approved</u> the Public Servant's acceptance of the complimentary admission, lodging and transportation, or reimbursement of such expense <u>prior to such acceptance.</u>
AGENCY HEAD'S SIGNATURE: _____
PUBLIC SERVANT'S FULL NAME: <u>Valery Sonnier</u>
ADDRESS: <u>123 River Road</u>
CITY, STATE, ZIP: <u>Port Allen, La 70767</u>
POSITION TITLE: <u>Associate Director - Accounts Payable & Reporting</u>
EMPLOYING AGENCY: <u>Louisiana State University</u>
DATE OF EVENT: <u>July 24, 2022 to July 28, 2022</u>
LOCATION: <u>Lexington, Kentucky</u>
DESCRIPTION OF PURPOSE OF PUBLIC SERVANT'S ACCEPTANCE OF COMPLIMENTARY ADMISSION, LODGING AND/OR REASONABLE TRANSPORTATION: <u>Selected to receive a scholarship for CBMI 2022 on behalf of Southern Association of College and University Business Officers (SACUBO). The CBMI Conference offers an intensive course of study in business and financial management for administrators of colleges and universities.</u>
PERSON/ORGANIZATION PROVIDING ADMISSION, LODGING, AND/OR TRANSPORTATION: <u>SACUBO</u>
AMOUNT EXPENDED/REIMBURSED ON PUBLIC SERVANT ADMISSION: \$ <u>644.38</u> LODGING: \$ _____ TRANSPORTATION: \$ <u>355.62</u>
Public Servant Attestation: By my signature below, the above provided information is true and correct to the best of my knowledge, information, and belief.
PUBLIC SERVANT'S SIGNATURE: <u>Valery Sonnier</u> DATE: <u>7/8/2022</u>
<small>Revised December 2022 Form 413 www.ethics.la.gov</small>

Ethics 413 Form

- ❑ **The Board of Ethics requires the employee to file their Ethics 413 form electronically.**
- ❑ Steps for submitting the form electronically:
- ❑ [Louisiana Ethics Administration Program \(la.gov\)](http://la.gov)
 1. Select Form from drop down list:
Complimentary Admission, Transportation, and/or Lodging
 2. Filer Name, E-mail Address, and Phone Number must be provided
 3. Check box – I'm not a Robot
 4. Choose File
 5. Click Upload
- ❑ For questions, please contact Ashley Wimberly at the Board of Ethics at 219-5600. If Ashley is not available, please ask for Traci or Kathleen.



LOUISIANA ETHICS ADMINISTRATION PROGRAM

File Upload Portal

Home General Disclosure Campaign Finance Lobbying Training Contact Us

Disclosures File Upload

This upload page is intended to be used for submitting disclosure forms to the Ethics Administration's Disclosure Division.

Form:

Filer Name:

Filer E-mail:

Re-type E-mail:

Phone Number:

E-mail addresses and phone numbers given will only be used if we have questions regarding your upload.

I'm not a robot

reCAPTCHA
[Privacy](#) - [Terms](#)

We can only accept files in the pdf format that are under 20MB.

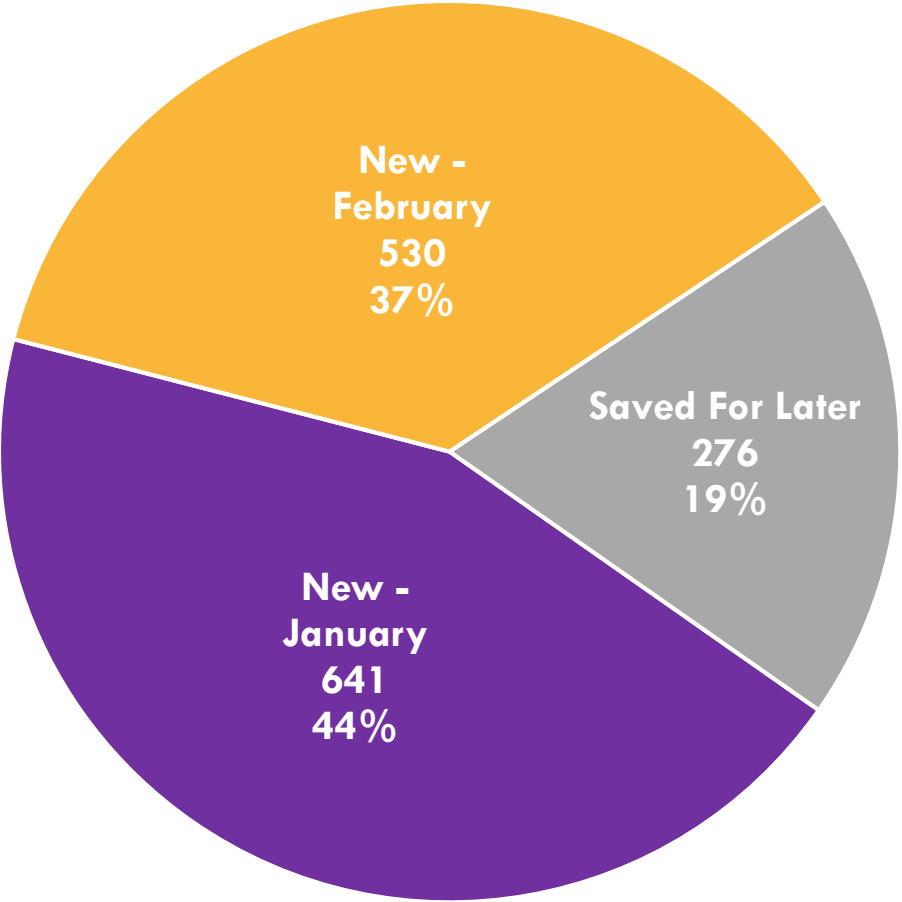
No file chosen

For filers using electronic signatures, please see the following [agency policy](#).

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Once the form is uploaded, the employee will receive an e-mail message as follows:
File successfully uploaded on 1/25/2023 at 12:59 PM

Travel Expense Reports

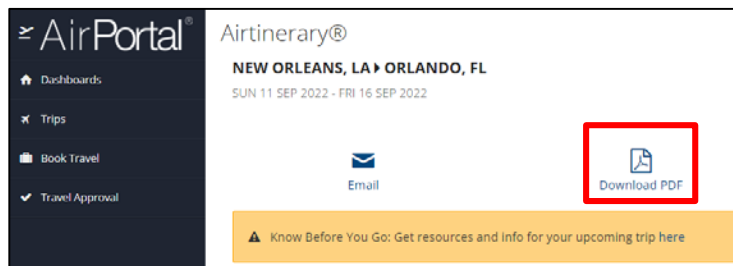


Saved For Later	
May 2022	1
July 2022	5
August 2022	7
September 2022	13
October 2022	20
November 2022	41
December 2022	66
January 2023	103
February 2023	20
Total	276

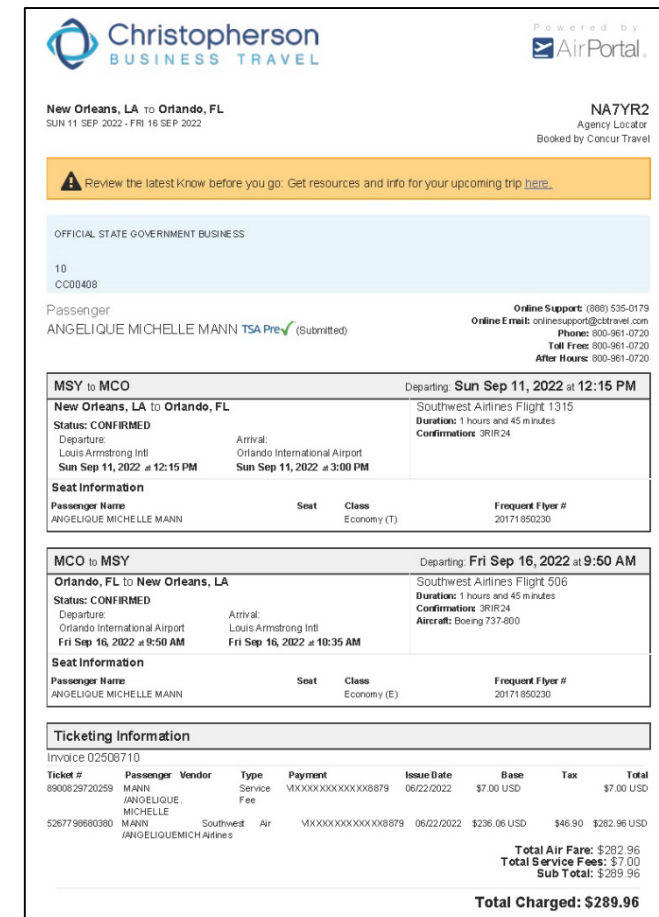
Airfare

Requirement

- Include the airfare receipt from CBT that includes the total amount charged.
- If the airfare was booked and then there is a change, a justification for the change must be provided.
- If airfare is reused from a previous canceled trip, the expense report number should be referenced to show the original airfare charge



Documentation Example



Fee (Registration)

Requirement

Conference Travel

- The conference agenda must be included in the supporting documentation attached to the Expense Report as the agenda provides the conference meal information.
- A formal agenda, program, or letter of invitation along with an itemized paid receipt.
- If the receipt is not itemized, the traveler must disclose what the registration fee covers.
- Disclose if any meals were provided.

Documentation Example

11/28/22, 1:57 PM 2022 NCTE Annual Convention

Attendee Information

Reference Number 64685212
Email Address mlavergne@lsu.edu
First Name Matthew
Last Name LaVergne
School University Laboratory School
Affiliation/Company
Address Line 1
City Zachary
US State Louisiana
Country United States
Zip (Postal Code) 70791
Mobile Phone
Work Phone

Attendee Selection		Cost
Selection		
Attendee Category Nonmember		
Sub Category Full Convention		\$410.00
	Total	\$410.00

Transaction details		Amount
Date	Transaction Type	
Tuesday, August 30, 2022	Transaction Amount	\$410.00
Tuesday, August 30, 2022	Online Credit Card Payment(xxxxxxxxxxxx1377)	-\$410.00
	Balance	\$0.00

Questions? Email CustomerService@ncte.org or call 877-369-6283.


[Close](#)

Lodging

Requirement

- If conference hotel, include documentation that confirms it is a conference hotel and the nightly rate.

Documentation Example



HILTON CHICAGO OAK BROOK HILLS RESORT & CONFERENCE
3500 MIDWEST ROAD
OAKBROOK, IL 60523
United States of America
TELEPHONE 630-850-5555 • FAX 630-850-5569
Reservations
www.hilton.com or 1 800 HILTONS

Hillard, Christopher
4134 SANDBAR DR
ADDIS LA 70710
UNITED STATES OF AMERICA

Room No: 812/K1
Arrival Date: 11/18/2022 10:58:00 AM
Departure Date: 11/18/2022 12:57:00 PM
Adult/Child: 1/0
Cashier ID: SPEREZ90
Room Rate: 139.00
AL:
HH # 1681475040 BLUE
VAT #
Folio No/Che 541576 A

Confirmation Number: 3322559810

HILTON CHICAGO OAK BROOK HILLS RESORT & CONFERENCE
11/18/2022 12:56:00 PM

DATE	DESCRIPTION	ID	REF NO	CHARGES	CREDIT	BALANCE
11/16/2022	B RESTAURANT #1533	LINTR	3759331	\$10.95		
11/16/2022	GUEST ROOM	RMACY1	3800177	\$139.00		
11/16/2022	RM STATE TAX	RMACY1	3800177	\$8.34		
11/16/2022	RM LOCAL TAX	RMACY1	3800177	\$6.95		
11/17/2022	GIFT SHOP #7057	LINTR	3800809	\$4.00		
11/17/2022	B RESTAURANT #1707	LINTR	3800870	\$34.47		
11/17/2022	GUEST ROOM	RMACY1	3801344	\$139.00		
11/17/2022	RM STATE TAX	RMACY1	3801344	\$8.34		
11/17/2022	RM LOCAL TAX	RMACY1	3801344	\$6.95		
11/18/2022	B RESTAURANT #1804	LINTR	3801729	\$21.52		
11/18/2022	AX *1006	SPEREZ90	3801744		(\$379.52)	
BALANCE						\$0.00

Hilton Honors(R) stays are posted within 72 hours of checkout. To check your earnings or book your next stay at more than 6,500+ hotels and resorts in 119 countries, please visit [Honors.com](#)

Thank you for choosing Hilton. You'll get more when you book directly with us - more destinations, more points, and more value. Book your next stay at [hilton.com](#).

CREDIT CARD DETAIL


APPR CODE	840752	MERCHANT ID	3124628736
CARD NUMBER	AX *1006	EXP DATE	03/27
TRANSACTION ID	3801744	TRANS TYPE	Sale

Vehicle Rental

Requirement

- **Enterprise, National and Hertz**
 - Both in-state and out-of-state travel
 - Use is mandatory for university employees, students, and/or authorized travelers on official university business.
 - Justification must be included for a vehicle rental over a mid size/standard vehicle.
 - Estimated rental agreements are not accepted

Documentation Example

 Rental Agreement # 7D31WL

Renter Information	Trip Information	
Renter Name MIKE THE TIGER	Pickup <input type="checkbox"/> Wednesday, August 24, 2022 4:58 PM	Return <input type="checkbox"/> Friday, August 26, 2022 9:12 AM
Renter Address BATON ROUGE, LA 70808 USA	BTR NCHLSN 1575 NICHOLSON DR BATON ROUGE, LA 70802-8141 USA	BTR NCHLSN 1575 NICHOLSON DR BATON ROUGE, LA 70802-8141 USA
Vehicle Information	Renter Charges	
ARMA License #: GID76 State/Province: FL Unit #: 6CNJFY Vehicle #: LX517950	Rental Rate Time & Distance 2 Day at \$33.00 / Day	\$66.00
Vehicle Class Driven Full Size SUV AWD 5 door/Automatic/Air	Coverages DW/CDW INCLUDED (\$0.00 / Day)	Included
Vehicle Class Charged Compact 2/4 door/Automatic/Air	Mileage Unlimited Mileage	Included
Odometer Mileage/Kilometers Starting: 73299 Ending: 73788 Total: 489	Taxes and Fees Vehicle License Recovery Fee (\$0.10 / Day)	\$0.20
Fuel Starting: FULL Ending: FULL	Total	\$66.20
	(Subject to audit)	
	Amount charged on August 26, 2022 to VISA (9603)	(\$66.20)
	APN: VISA CREDIT AID: A0000000031010 Verified: PIN Entry: Chip TSI: E800	
	Amount Due	\$0.00

Thank you for renting with Enterprise Rent-A-Car

We appreciate your business!
This email was automatically generated from an unattended mailbox, so please do not reply to this e-mail.
If you have any questions about your rental, please view our [Frequently Asked Questions](#) or send us a secured message by visiting our [Support Center](#)

Mileage

Requirement

- As of January 1, 2023, the mileage rate increased to **65.5** cents per mile (up from 62.5).
- If using beginning and ending odometer readings, attach a mileage log or include in the expense report line memo field.
- If using a website mileage calculator, attach the complete documentation that indicates to/from addresses and total miles traveled.
- If there are multiple travel locations (in-state travel), a detailed breakdown of travel by day must be provided.

Documentation Example

Google Maps 10550 Burbank Dr, Baton Rouge, LA 70810 to Louis Armstrong New Orleans International Airport Drive 60.8 miles, 1 hr

10550 Burbank Dr
Baton Rouge, LA 70810

Get on I-10 E from LA-42 E 10 min (5.6 mi)

- ↑ 1. Head southeast 203 ft
- ↶ 2. Turn left toward LA-42 E 495 ft
- ↷ 3. Turn right onto LA-42 E 1.8 mi
- ↷ 4. Turn right onto LA-42 E/Highland Rd 3.4 mi
- ⤴ 5. Use the right lane to merge onto I-10 E via the ramp to New Orleans 0.3 mi

Follow I-10 E to Loyola Dr in Kenner. Take exit 221 from I-10 E 47 min (54.6 mi)

- ⤴ 6. Merge onto I-10 E 54.1 mi

Shuttle/Taxi (includes Uber/Lyft)

Requirement

- Final paid itemized receipts which includes the tip (up to 20%) and payment information are required for reimbursement.
- ***Wait times charges are considered a personal expense and are not reimbursable.***

Documentation Example

Uber November 16, 2022

Here's your receipt for your ride, Christopher

We hope you enjoyed your ride this evening.

Total	\$6.94
--------------	---------------

Trip fare	\$5.28
-----------	--------

Subtotal	\$5.28
Booking Fee	\$1.11
Temporary Fuel Surcharge	\$0.55

Payments

PayPal - christopherrhilliard@gmail.com	\$6.94
---	--------

11/16/22 4:41 PM

A temporary hold of \$6.94 was placed on your payment method PayPal - christopherrhilliard@gmail.com. This is not a charge and will be removed. It should disappear from your bank statement shortly.

[Visit the trip page](#) for more information, including invoices (where available)

You rode with **thorn**
Transportation Network Company: Uber Technologies, Inc.

UberX 1.32 miles | 5 min

4:35 PM | 3500 Midwest Rd, Oak Brook, IL 60523, US
4:40 PM | 11 E Ogden Ave, Westmont, IL 60559, US

Fare does not include fees that may be charged by your bank. Please contact your bank directly for inquiries.

Meal (Per Diem)

Requirement

- Meals should be requested as a total amount on one expense item line
- Prefer to use the [GSA Per Diem Lookup Tool](#)
 - Include a printout of the results

Documentation Example

Your search for Orlando, Florida (Orange including Orlando)

Estimated per diem total: \$1024.50 (Max lodging total + M&IE total)

Lodging breakdown: October 13, 2022 - October 18, 2022

Date	Daily Rate	# of Nights	Total
October	\$129	5	\$645

Max lodging total: **\$645**

Meals & incidental expenses breakdown: October 13, 2022 - October 18, 2022

Days, Month	Daily Rate	# of Days	Total
First day (10/13/22)*	\$51.75	1	\$51.75
Full day (Oct)	\$69	4	\$276
Last day (10/18/22)*	\$51.75	1	\$51.75

*The first and last calendar dates of M&IE are calculated at 75%.

M&IE total: **\$379.50**

Spring Travel Trainings

Date	Time
March 8, 2023	9:00 AM – 11:00 AM
April 6, 2023	1:00 PM – 3:00 PM
May 3, 2023	9:00 AM – 11:00 AM

*Register for a training class on [LSU Training and Event Registration](#) via myLSU

Travel Contacts

Andrea Chu – andreachu@lsu.edu

Caitlin Cox – ccox40@lsu.edu

Jonathan Fresina – jfresi1@lsu.edu

Kathleen Patrick – kelder1@lsu.edu

Jennifer Driggers – jdrigg@lsu.edu

QUESTIONS?

