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/#. 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, Short's Travel Management. 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.

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.

Short’s Travel Management

The online self-booking reservation system, Short’s Travel Online (STO), can be found at http://www.lsu.edu/administration/ofa/oas/acdpay/index.php. Short’s Travel Online (STO) should be used for University business travel only.

2. Lunch - 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.
3. Dinner - 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 with Department Head approval on the AS292. Travelers must provide documentation designating the official conference hotel and nightly rate.

Mileage

Mileage rate is currently $0.51 per mile. Refer to PM-13 for mileage reimbursement information.

In–State Vehicle Rentals

The State has contracted with Enterprise for all in–state vehicle rentals. Usage of this contract is mandatory. See In–State Contract Vehicle Rental Rates (State Motor Pool Rental Contract for Business Travel) on the Accounts Payable and Travel website. The corporate discount number is NA 1403. 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. 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 Louisiana and International travel, utilizing the State of Louisiana’s Out–of–State Contracts, which use is mandatory for University employees. The participating vendors include Enterprise Rent-A-Car, National Car Rental, and Hertz. Use of non-contracted vendors is not recommended. The State has also contracted with Louisiana’s Out–of–State Contracts, which use is mandatory for University employees. The participating vendors include Enterprise Rent-A-Car, National Car Rental, and Hertz. Use of non-contracted vendors is not recommended. 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. Non-employee 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 for the corporate discount numbers.

Travel Reimbursement Rates

Meals & Lodging: No receipts required for Per Diem Meals. Employees 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.
Receipt Requirements
Original itemized receipts are required for all travel expenses except for the following:
1. Buses, subway and street car/trolley fares $15 or less daily;
2. Non-local parking, fares and tolls $5 or less per transaction. B.R. airport parking is limited to $3.50/day (or up to $5 per day with a receipt) and N.O. airport parking at Park N' Fly is limited to $7/day or $42/week (or up to $7/day with receipt if parking at another facility);
3. Tips for baggage handling up to $3 upon hotel check-in/check-out and airport outbound/inbound departure trip;

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, travelers are required to obtain the prior approvals using the appropriate travel authorization form (AS292 or AS516).

Meals Reimbursement Schedule

<table>
<thead>
<tr>
<th>Tier</th>
<th>Meals Area</th>
<th>B</th>
<th>L</th>
<th>D</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>In-state cities, with the exception of New Orleans</td>
<td>9</td>
<td>13</td>
<td>29</td>
<td>51</td>
</tr>
<tr>
<td>II</td>
<td>New Orleans and out-of-state cities, with the exception of the cities listed in Tiers III &amp; IV</td>
<td>10</td>
<td>16</td>
<td>30</td>
<td>56</td>
</tr>
<tr>
<td>III</td>
<td>Atlanta, Austin, Cleveland, Dallas/Fort Worth, Denver, Ft. Lauderdale, Hartford, Houston, Kansas City, MO, Los Angeles, Miami, Minneapolis/St. Paul, Nashville, Oakland, Orlando, Philadelphia, Phoenix, Pittsburgh, Portland, OR, Sacramento, San Antonio, San Diego, Sedona, St. Louis, Wilmington, DE, Puerto Rico, Virgin Islands, all of Alaska and Hawaii, American Samoa, Guam and Saipan</td>
<td>12</td>
<td>17</td>
<td>32</td>
<td>61</td>
</tr>
<tr>
<td>IV</td>
<td>Alexandria &amp; Arlington, VA, New York City, Washington, DC, and international cities</td>
<td>13</td>
<td>19</td>
<td>36</td>
<td>68</td>
</tr>
</tbody>
</table>

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 on the AS292.

Routine Lodging Reimbursement Schedule

<table>
<thead>
<tr>
<th>Tier</th>
<th>Routine Lodging Area</th>
<th>Routine</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>In-state cities (except as listed)</td>
<td>83</td>
</tr>
<tr>
<td></td>
<td>Alexandria/Leesville/Natchitoches</td>
<td>86</td>
</tr>
<tr>
<td></td>
<td>Baton Rouge – EBR</td>
<td>94</td>
</tr>
<tr>
<td></td>
<td>Covington/Sidell - St. Tammany</td>
<td>90</td>
</tr>
<tr>
<td></td>
<td>Lafayette</td>
<td>83</td>
</tr>
<tr>
<td></td>
<td>Lake Charles - Calcasieu</td>
<td>83</td>
</tr>
<tr>
<td>II</td>
<td>New Orleans - Orleans, St. Bernard, Jefferson and Plaquemines parishes (July – September)</td>
<td>107</td>
</tr>
<tr>
<td></td>
<td>New Orleans - Orleans, St. Bernard, Jefferson and Plaquemines parishes (October – Dec)</td>
<td>154</td>
</tr>
<tr>
<td></td>
<td>New Orleans – Orleans, St. Bernard, Jefferson and Plaquemines parishes (Jan – June)</td>
<td>151</td>
</tr>
<tr>
<td></td>
<td>Out-of-state (except cities listed in Tiers III &amp; IV)</td>
<td>91</td>
</tr>
<tr>
<td>III</td>
<td>Atlanta, Austin, Cleveland, Dallas/Fort Worth, Denver, Ft. Lauderdale, Hartford, Houston, Kansas City, MO, 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, Virgin Islands, all of Alaska and Hawaii, American Samoa, Guam and Saipan</td>
<td>126</td>
</tr>
<tr>
<td>IV</td>
<td>Baltimore, San Francisco, Seattle, Chicago, Boston</td>
<td>175</td>
</tr>
<tr>
<td></td>
<td>International cities</td>
<td>200</td>
</tr>
<tr>
<td></td>
<td>Alexandria &amp; Arlington, VA, New York City, Washington, DC</td>
<td>225</td>
</tr>
</tbody>
</table>

Office of Accounting Services
Accounts Payable & Travel
217 Thomas Boyd Hall
Baton Rouge, LA 70803-2901
Phone (225) 578-1550
Fax (225) 578-2052

State-contracted Travel Agency
Short’s Travel Management
Toll Free (888) 846-6810
Fax (319) 433-0847
E-mail: state@shortstravel.com
Website: www.shortstravel.com/lsu

24-hr Emergency Service
(888) 846-6810
(After 5 pm and on weekends)

Rev 7/15