IMPORTANT INFORMATION REGARDING BUSINESS TRAVEL & TRAVEL APPROVALS
May 1, 2021

Business Travel:

As the University resumes business travel, please be advised of the following:

- Travelers are strongly encouraged to be fully vaccinated prior to any travel.
- The condition to reapprove the travel two weeks prior to departure has been removed, as it is the responsibility of faculty/staff/students to consider the travel risk, especially at the destination before traveling.
- Any COVID-related travel expenses for quarantine and/or test while on University business travel will be a University expense.

Travel Approvals:

Domestic Travel (In-state & Out-of-State):

- Spend Authorization must be completed and approved prior to making travel arrangements (booking air fare, securing lodging, paying conference registration, etc.)

International Travel (Out of the U.S.):

- Non-essential international business travel is prohibited.
- Only essential international travel should be requested via the TEMP2, Request for International Travel during COVID-19 Outbreak form which requires approval of the Department Head, Dean, and Provost.
- Spend Authorization must be completed and approved prior to making travel arrangements (booking air fare, securing lodging, paying conference registration, etc.). The approved TEMP 2 form must be attached.

Travel Arrangements:

As travel arrangements are made for approved business travel, the following conditions must be met:

1) Lodging cannot be paid in advance, and the first night lodging must be refundable. (Travelers should be aware of hotel’s cancellation policy)
2) Conference registration must be refundable.

For questions, please contact Patrice Gremillion at pgremill@lsu.edu or at 578-3366.