

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, 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, **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.

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 travel manager. 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 Reimbursement Request 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.

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/acctpay/index.php>. Information regarding the online system is available on the Accounts Payable & Travel website under Short's Travel Management.

To login to the system, users should enter the following information:
Username: **Employee's myLSU ID**
Password: **Lsutigers1**

Upon initial login, the system will prompt the user to create a new password. The system is "access driven" and only employees with a profile created will have access to **Short's Travel Online**. All new employees and employees unable to login to the system should contact Arianna Elwell at acreech@lsu.edu to set up a profile.

Summary of pertinent information:

1. Short's Travel Management's normal business hours are 8 am to 5 pm CST Monday - Friday.
2. The agent-assisted transaction fee is \$19.50 for Domestic and \$35 for International; online booking fee is \$2.
3. Short's Travel Online (STO) should be used for University business travel only.
4. A 24-hour Emergency Travel Service at (888) 846-6810 is available 24 hours/7 days a week. The 24-hour service is designed to support travelers in the event of a "true emergency". There is \$21 per call transaction fee for use of the after hour services. The fee will be reimbursable only if the service was used for a "true emergency". In the event the 24-hour service is used for any non-emergency transactions, the transaction fee will not be reimbursed.

Employees who travel on University business are strongly encouraged to use **Short's Travel Online (STO)** when making airfare reservations. Payment options for **Short's Travel** are LaCarte or a personal credit card.

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 \$43.

1. Breakfast & Lunch: \$24 - Travel must begin at/or before 6 am
 2. Lunch: \$14
 3. Lunch & Dinner: \$43 - 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.

Mileage

Mileage rate is currently \$0.58 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 **Enterprise Rental Reservation** link is also available on the AP & Travel website. 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. 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 Car Rental Cooperation. 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 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. 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 \$15 or less daily; Non-
2. local parking, fares and tolls \$5 or less per transaction. B.R. airport parking is \$4.50/day (receipt required) and N.O. airport parking at Park N' Fly is \$8.50/day or \$59.50/week (receipt required). If parking at another facility, reimbursement rate up to \$8.50/day with a receipt;
3. Tips for baggage handling up to \$5 upon hotel check-in/check-out;
4. Tips for airport up to \$5 for outbound/inbound departure trips (maximum total for entire trip is not to exceed \$10);
5. Meal Per Diem within State-allowed rates.
6. 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, travelers are required to obtain the prior approvals using the appropriate travel authorization.

Meals Reimbursement Schedule

Tier	Meals Area	B	L	D	Total
I	In-state cities, with the exception of New Orleans	10	14	29	53
II	New Orleans and out-of-state cities, with the exception of the cities listed in Tiers III & IV	13	18	30	61
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, 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 & Saipan	13	19	33	65
IV	Alexandria & Arlington, VA, Baltimore, Boston, Chicago, New York City, San Francisco,	14	21	36	71

Seattle, Washington, DC, and international cities				
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Routine Lodging Reimbursement Schedule

Tier	Lodging Area	Routine
I	In-state cities (except as listed)	94
	Alexandria/Leesville/Natchitoches	98
	Baton Rouge – EBR	100
	Baton Rouge – Lod Cook only	110
	Covington/Slidell - St. Tammany	94
	Lafayette	94
II	Lake Charles - Calcasieu	94
	New Orleans - Orleans, St. Bernard, Jefferson and Plaquemines parishes (Jul – Sept)	118
	New Orleans - Orleans, St. Bernard, Jefferson and Plaquemines parishes (Oct – Jan)	150
	New Orleans - Orleans, St. Bernard, Jefferson and Plaquemines parishes (Feb – June)	161
III	Out-of-state (except cities listed in Tiers III & IV)	94
	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, San Francisco, Seattle, Chicago, Boston	212
	International cities	200
	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 19-20
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.

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Accounts Payable & Travel**

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**State-contracted Travel Agency
Short's Travel Management**

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