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 restraints and are required. Any meals included in the registration fee for a conference/convention are required for lodging approved at U.S. Department of State rates. All employees are encouraged to use the myLSU portal for travel bookings. The system link is located on the myLSU under Travel Resources. As employees log into myLSU and click the link, the Airfare 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 $45.

1. Breakfast & Lunch: $28 - Travel must begin at/or before 6 am
2. Lunch: $16
3. Lunch & Dinner: $45 - 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 at 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

Effective January 10, 2022, the mileage rate is $0.58 per mile. The mileage rate for July 1, 2021 through January 9, 2022 is $0.56 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. The traveler’s discretion which rental company is utilized. Please see the CBT Concur Online Booking System as employee HR records are approved and in an active status.

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.
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.

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, 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

<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>12</td>
<td>16</td>
<td>29</td>
<td>57</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>13</td>
<td>18</td>
<td>31</td>
<td>62</td>
</tr>
<tr>
<td>V</td>
<td>Baltimore, Boston, San Francisco, Seattle, Chicago</td>
<td>212</td>
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<td></td>
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<tr>
<td></td>
<td>International cities</td>
<td>200</td>
<td></td>
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<tr>
<td></td>
<td>Alexandria &amp; Arlington, VA, New York City, Washington, DC</td>
<td>225</td>
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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.