Permanent Memorandum 13

University Travel

POLICY DIGEST
Monitoring Unit: Office of Finance & Administration
Last Revised: July 2, 2026

I. PURPOSE

The University's travel procedures and regulations exist to ensure compliance with State requirements, provide a procedural framework for employees and students who travel on university business, and outline fiscally responsible spending practices. Detailed procedural information is appended to this Permanent Memorandum.

II. GENERAL POLICY

All University employees are required to exert responsibility when travelling on university business and to adhere to requirements established by the University. The LSU System Chief Financial Officer is authorized by the President to update any provisions contained in the following appendix, as required. As feasible and appropriate, the LSU System Chief Financial Officer will facilitate the review by administrative staff of proposed alterations to the appendix.

APPENDIX I

The provisions included herein apply to all LSU campuses:

LSU A&M
LSU AG CENTER
LSU ALEXANDRIA
LSU EUNICE
LSU SHREVEPORT
PENNINGTON BIOMEDICAL RESEARCH CENTER
LSU HEALTH SCIENCES CENTER NEW ORLEANS
LSU HEALTH SCIENCES CENTER SHREVEPORT
LSU HEALTH CARE SERVICES DIVISION

EFFECTIVE: October 1, 2026

I. INTRODUCTION

A. Application of Regulations

The Commissioner of Administration issued revised General Travel Regulations in Policy and Procedure Memorandum No. 49 effective October 1, 2026. The General Travel Regulations do not apply to colleges and universities under the Management Authority of the Board of Supervisors for State Colleges and Universities. PPM-49, General Travel Regulations, may be used to provide guidance to this permanent memorandum, but is not meant to be all inclusive. This permanent memorandum allows for discretion or exceptions approved by the President of the University or his/her designee. All travel at the University expense is subject to the provisions of PM-13. University expenses are interpreted to include all funds, including gifts and grants, which are administered by the University. Reimbursement for the cost of any travel can be obtained only as provided herein.

II. DEFINITIONS

For the purposes of these regulations, the following words have the meaning indicated:

A. Allowance - Maximum amount allowed for travel expenses while traveling on official University business.

B. Authorized Persons

1. Advisors, consultants, contractors, vendors, suppliers, or other individuals who are called upon to contribute time and services to the University who are not otherwise required to be reimbursed through a contract for a professional, specialty, or consulting services.

2. Members of boards, commissions, and advisory councils required by Federal or State legislation or regulation. Travel allowance levels for all such members and any staff shall be those levels authorized for employees unless specific allowances are provided.

3. The traveler's supervisor (or his/her designee) and/or the person with fiscal responsibility unless the Campus and/or Department requires a higher level of approval is allowed to deem persons as an authorized traveler for official University Business only. Students must be deemed authorized travelers to be reimbursed for university business purposes.

   Note: Contractors are not exempt from paying state sales taxes; therefore, the University may reimburse contractors for state sales taxes.

C. Centrally Billed Account (CBA) - Credit account issued in a department's name (no plastic card issued). These accounts are direct liabilities of the University and are paid by each Department. CBA accounts are controlled through an authorized approver(s) to provide a means to purchase airfare and conference registration only. Each Department Head determines the extent of the account's use. ***CBA accounts can be used for non-workers and students.***

D. Conference/Convention - Defined herein as an event for a specific purpose and/or objective. Non-routine events can be defined as a seminar, conference, convention, or training. Documentation required is a formal agenda, program, letter of invitation, or registration fee. Participation as an exhibiting vendor in an exhibit/trade show also qualifies as a conference. The requirement for a hotel to qualify for conference rate lodging is that the hotel is hosting or is in "conjunction with hosting" the meeting. Conference documentation providing the hotel name and nightly rate is required.

E. Department Head - Person who is responsible for the administrative, financial, and management activities within the department.

F. Emergency Travel - Under extraordinary circumstances where the best interests of the University require that travel be undertaken not in compliance with these regulations, approval after the fact by the Campus Head or his/her designee.

G. Expense Report - Task in Workday to record travel expenses. **Note:** All expenses, regardless of payment method, are subject to review for compliance with university policies and procedures. Expenses that do not comply with university policies and procedures may become the personal responsibility of the traveler.

H. Extended Stay - Any assignment made for a period of 31 or more consecutive days at a place other than the traveler's official domicile.

I. Fiscal Authority - Person within or outside a unit that has authority to approve the use of funds for travel.

J. GSA per diem rates - U.S. General Services Administration Per Diem Rates https://www.gsa.gov/travel/plan-book/per-diem-rates. The GSA rates apply to the 48 continental United States, including District of Columbia.

K. High Risk Travel - Countries subject to a U.S. Department of State travel advisory, including foreign adversary countries, that require special efforts to mitigate risk and, when necessary, avoidance of travel altogether. Each campus must have prior approval procedures in place for travel to a high-risk country, including foreign adversaries. Such approval is in addition to the Entity Head (or designee) approval required for international travel, as defined in PM-13.

L. In-state Travel - All travel within the borders of Louisiana or travel through adjacent states between points within Louisiana where such is the most efficient route.

M. International Travel - All travel to destinations outside the 50 United States, District of Columbia, Puerto Rico, U.S. Virgin Islands, American Samoa, Guam and Saipan. Entity Head (or designee) approval is required for international travel, as defined in PM-13.

N. LaCarte card - The procurement card provided to employees based on their need to purchase business related goods & services and which, if allowed by the Department Head, may be used for certain travel expenses.

O. LSU Office of Risk Management - LSU Office of Risk Management, which administers the risk management and insurance programs for the LSU A&M Baton Rouge campus. The LSU Office of Risk Management website provides relevant forms, vehicle and driver information. The website also includes a link to the State Office of Risk Management.

P. Lowest Logical Airfare - The lowest logical airfare is the cheapest available at the time of booking without causing undo inconvenience. These types of airfares are non-refundable, penalty tickets. Penalties could include restrictions such as advanced purchase requirements, weekend stays, etc. Prices will increase as seats are sold. When schedule changes are required for lowest logical tickets, penalty fees are added.

Q. Official Domicile

1. Every University officer, employee, and authorized person, except those on temporary assignment, shall be assigned an official domicile.

2. Except where fixed by law, the official domicile of an officer or employee assigned to an office shall be, the parish/county in which the office is located. The Department Head or his/her designee should determine the extent of any surrounding area to be included, such as a region. As a guideline, a radius of at least 30 miles is recommended. The official domicile of an authorized person shall be the parish/county in which the person resides, except when the Campus Head has designated another location (such as the person's workplace).

3. A traveler whose residence is other than the official domicile of his/her office shall not receive travel and subsistence while at his/her official domicile nor shall he/she receive reimbursement for travel to and from his/her residence.

4. The official domicile of a person located in the field shall be the parish/county where the majority of work is performed, or such area or region as may be designated by the Campus Head, provided that in all cases such designation must be in the best interest of the University and not for the convenience of the person.

5. The traveler's supervisor (or his/her designee) and/or the person with fiscal responsibility unless the Campus and/or Department requires a higher level of approval may authorize approval for an employee to be reimbursed for lodging expenses within an employee's domicile with proper justification as to necessity and why it is in the best interest of the University and not for the convenience of the person.

R. Out-of-state Travel - Travel to any of the other 49 states plus District of Columbia, Puerto Rico, U.S. Virgin Islands, American Samoa, Guam and Saipan.

S. Passport - A document identifying an individual as a citizen of a specific country and attesting to his or her identity and ability to travel freely.

T. Per Diem (Meals/Incidentals (M&IE): International) - U.S. Department of State federal per diem rate, for lodging, and meals/incidentals (M&IE), is for international travel only. U.S. Department of State federal per diem rates for Lodging and M&IE vary based on location and dates of travel. The rates are available on the U.S. Department of State website, https://aoprals.state.gov/content.asp?content_id=184&menu_id=78. Reimbursement for lodging expenses requires submission of itemized receipts. Reimbursement for Meals & Incidental expenses does not require receipts. M&IE are inclusive of fees and tips given to

porters, baggage carriers, hotel staff, and laundry/cleaning services. Reimbursement may not exceed the federal per diem rate.

U. Per Diem (Meals/Incidentals (M&IE): Domestic) - A flat rate paid to employees for meals while in official University business travel status. Domestic incidental expenses include valet, porters, baggage carriers, and hotel staff.

V. Preferred Seating - Seats for purchase on an aircraft at an additional cost. Some of the benefits preferred seating may provide are more legroom, priority boarding and/or early access to overhead bins.

W. Receipts/Document Requirements - Supporting documentation, including original itemized receipts that must be submitted for reimbursement of travel expenses.

X. Routine Travel - In-state travel required in the course of performing an employee's job duties. This does not include conferences or out-of-state travel.

Y. Spend Authorization - Task in Workday to provide the authorization to travel. Travel authorization must be approved prior to travel. **Note:** An approved Spend Authorization authorizes the intent to travel and allows travel arrangements to be made; however, it does not guarantee reimbursement or approval of expenses.

Z. State Office of Risk Management - Division of Administration Office of Risk Management, which administers risk management and insurance programs for all LSU entities other than LSU A&M Baton Rouge.

AA. Subrecipient - A non-federal entity that receives a sub award from a pass-through entity to carry out part of a federal program. When LSU is the subrecipient of a grant, PM-13 travel rules and regulations must be followed. When LSU subcontracts with another state agency, the state agency must follow PPM-49 travel rules and regulations. When LSU subcontracts with a non-state agency, the non-state agency must follow their own travel rules and regulations.

BB. Supervisor - Person with authority to approve travel for an employee.

CC. Temporary Assignment - Any assignment made for a period of less than 31 consecutive days at a place other than the official domicile.

DD. Traveler - A University officer, University employee, student employee, or authorized person when performing authorized travel.

EE. Travel Period - A period between the time of departure from your domicile and the time of return to your domicile.

FF. Travel Route - The most direct and usually traveled route must be used by official University travelers.

GG. Travel Scholarships - Travel expenses covered by a third-party or a sponsor are subject to the ethics laws and reporting requirements. (See R.S. 42:1115). Travel authorization must be approved prior to travel, regardless of whether the travel is funded by a third party, sponsor, or the University.

HH. University Official - Person deemed eligible to receive actual expense reimbursements based on position level (i.e., President, Executive Vice President/Chancellor, Senior Vice Chancellor/ Provost, Chancellor, Senior Vice Chancellor, and Vice Chancellor).

II. Visa - A document or, more frequently, a stamp in a passport authorizing the bearer to visit a country for specific purposes and for a specific length of time.

III. GENERAL SPECIFICATIONS

A. Contract Travel Services

The contracted travel agency is mandatory for booking airfare unless exemptions have been granted **prior to travel**. Requests for an exemption must document that the traveler saved **10%** and experienced cost savings amounting to at least **$200**, not including the travel agency service fee. To request an exemption for domestic airfare, an e-mail must be sent to the person who has been delegated this authority to your campus along with the contracted travel agency and outside source proposed itineraries and complete costs. For international airfare requirements, see Section VIII, Subsection H.2. Reservations for hotel/motel accommodation and rental vehicles are not required to be made through the contracted travel agency. The contracted travel agency has an on-line booking system which is strongly recommended for booking domestic airfare. Use of the on-line booking system can drastically reduce the cost paid per transaction.

B. Recognized Purposes

In general, the University may provide travel funds for the following purposes:

1. Authorized travel of members of the Board of Supervisors, faculty, staff (including graduate assistants and student workers) on behalf of the University.
2. Authorized travel of participating students to represent the University in various types of intercollegiate events.
3. Authorized travel of faculty members to attend meetings of learned or professional societies to present papers, to represent the University, or to serve as a major officer or member of a committee.
4. Authorized travel of staff members who are designated by the appropriate administrative officer as delegates to conventions or association meetings.
5. Authorized travel of guest lecturers, seminar directors, and others who are called upon to contribute time and services to the University.
6. Authorized travel of individuals invited to the campus for consideration for appointments to faculty or staff positions.
7. Authorized travel of superior undergraduate, graduate and medical students being recruited by the University.
8. Authorized advisors, consultants, contractors, vendors, and suppliers.

C. Authorization

1. Travel on official University business, regardless of at university expense by any member of the faculty or staff will be authorized only when the purpose of the travel will benefit the University, and the Department concerned.

2. All official University business travel, regardless of funding source, should have an approved authorization to travel/spend authorization prior to making any travel arrangements or incurring any travel expenses (i.e., airfare, registration, first night lodging, etc.), and before the travel begins. The approvals should include the traveler's supervisor (or his/her designee) and/or the person with fiscal responsibility unless the Campus and/or Department requires a higher level of approval. Documentation of all approvals must be maintained with the institutions. Institutions must have procedures to address instances where travel expenses are incurred before obtaining a fully approved travel authorization, including the potential denial of reimbursement.

3. Travel on official University business should not include personal destinations. Travelers are required to disclose personal travel dates and travel destinations coupled with university business travel. See Section V, Subsection A.4.

4. An authorization for routine in-state travel for an employee who must travel while performing his/her duties may be given prior approval once each fiscal year and must be renewed each fiscal year. This may include domicile travel if such is a regular and necessary part of the employee's duties, but not for attendance at infrequent or irregular meetings. The required routine travel must be documented in the job description. An annual authorization for routine in-state travel should not cover travel between an employee's home and workplace, out-of-state travel, or travel to conferences and conventions. When routine travel is within the city of domicile, the routine travel must be a part of the employee's job duties and only mileage may be reimbursed at the rate referenced in the Appendix per mile.

5. Payment of travel expenses will be subject to availability of funds in the departmental budget concerned.

D. Funds for Travel Expenses

Individuals traveling on official business will provide themselves with sufficient funds for all routine travel expenses not covered by the LaCarte procurement card or CBA. Advance of funds for travel shall be made only for extraordinary travel and should be punctually repaid when submitting the Travel Expense Reimbursement Request/Expense Report covering the related travel, no later than the fifteenth day of the month following the completion of travel.

If the University provides a means of payment via LaCarte or a CBA, those accounts should be used for airfare and conference registration. In addition, if the employees are eligible for a LaCarte card, the card should be used for reimbursable travel expenses (i.e., airfare, lodging, vehicle rentals, baggage fees, parking, etc.) and no cash advances will be granted.

In the event, a cash advance is warranted, cash advances should be used on a limited basis typically for the following:

1. Graduate student employees on business travel for the University.

2. Employees who accompany and/or are responsible for students on group or client travel.

3. Employees traveling to remote destinations within foreign countries.

E. Use of Centrally Billed Account (CBA)*

1. The CBA is another source of payment for airfare and conference registration fees only.
2. The CBA is listed in the name of the department, and no actual card is issued. Departments are notified by letter of their respective CBA account and expiration date.
3. The CBA expires every five years. No new account number is provided. Departments should rollover the expiration date by five years when the account expires.
4. Group travel may be paid with a CBA or a LaCarte card.

CBA accounts can be used for non-workers and students.

F. Use of LaCarte Card

1. The LaCarte card is another source of payment for travel expenses, except for meals and personal expenses.
2. The LaCarte card is a university corporate credit card and will not affect the cardholder's personal credit. All travelers should apply through their departments and must obtain Department Head approval. The LaCarte card will be issued in the name of the employee, and the card can be used as a means of payment for reimbursable travel expenses (i.e., airfare, lodging, vehicle rentals, baggage fees, parking, etc.).
3. Meals or personal expenses while in travel status are not allowed on the LaCarte card. Meal allowance will be paid to the traveler upon submission of the Travel Expense Reimbursement Request/Expense Report.
4. Group Travel may be paid for with a CBA or a LaCarte card.

G. Expenses Incurred on University Business

Travel expenses shall be limited to those expenses necessarily incurred in the performance of a public purpose authorized by law to be performed by the University and must be within the limitations prescribed herein.

H. No Reimbursement When No Cost Incurred by Traveler

No claim for reimbursement shall be made for any lodging and/or meals furnished by any party at no cost to the traveler. In no case will a traveler be allowed mileage or transportation when he/she is gratuitously transported by another person.

I. Personal Credits

Personal credits, store credits, gift cards, or personal unused tickets/e-credits should not be applied toward any LSU business purchases or travel expenses. This requirement applies to all faculty, staff, students, university guests and visitors. Reimbursements will be limited to the net amount actually paid. Any portion of the expense covered by personal credit, store credit, gift card, or personal unused ticket/e-credit will not be reimbursed.

IV. REQUESTS FOR REIMBURSEMENT

A. Official Domicile/Temporary Assignment

Travelers are eligible to receive reimbursement for travel only when away from "official

domicile" or on temporary assignment unless an exception is granted in accordance with these regulations. Temporary assignments will be deemed to have ceased after a period of 30 calendar days and after such period the place of assignment shall be deemed to be his/her official domicile. He/she shall not be allowed to travel and subsistence unless permission to extend the 30-day period has been obtained by the individual who has been delegated this authority to your campus.

B. All travel expenses must be submitted on an approved Travel Expense Reimbursement Request/Expense Report to the appropriate business office. A Travel Expense Reimbursement Request/Expense Report must indicate the purpose of the trip, the date and hour of departure and return to domicile, along with each final destination throughout the trip clearly defined and include a statement showing the particular relationship of the trip to the budget account to which it is charged. On the University's Travel Authorization Form/Spend Authorization, the estimated travel expenses section must be completed. When speaking at a conference for which there is no registration fee, documentation must be provided to prove attendance. The Travel Expense Reimbursement Request/Expense Report must be signed/approved by the person requesting reimbursement and approved by the traveler's supervisor (or his/her designee) and/or the person with fiscal responsibility unless the Campus and/or Department requires a higher level of approval for the trip.

C. All expenses incurred on an official trip should be paid by the traveler, except in instances in which the department's CBA is used as the means of payment for the cost of air transportation and/or conference registration or the LaCarte card is used as the payment method for reimbursable travel expenses (i.e., air transportation, lodging, vehicle rentals, etc.). The traveler's Travel Expense Reimbursement Request/Expense Report should document all travel expenses in detail such as the total cost of the trip on the Travel Expense Reimbursement Request/Expense Report which includes the travel expenses paid directly or charged directly by the department's CBA and/or LaCarte card. A notation of the payment method should be indicated on the traveler's Travel Expense Reimbursement Request/Expense Report. If LaCarte or a CBA is used as the payment method, the itemized receipts should be attached to the appropriate Travel Expense Reimbursement Request/Expense Report reflecting the transaction.

D. In all cases, under any travel status, cost of meals shall be paid by the traveler and allowance claimed on the appropriate Travel Expense Reimbursement Request/Expense Report and should not be charged to the LaCarte card.

E. Travel Expense Reimbursement Request/Expense Report should be submitted by the fifteenth day of the month following the completion of travel.

F. Where groups of university representatives are traveling and one reimbursement request is submitted covering the party, the name of each member must be listed along with his/her position at the University and, when not self-evident, the purpose of the trip. In cases in which members of the group are given an allowance for meals, signed documentation evidencing receipt of such benefit by each of the group members should accompany the reimbursement request. Receipts must be provided in cases where one member seeks reimbursement for meals paid for the entire group. One member of the group may not request reimbursement of meal allowances for the entire group unless the meal allowances are paid over to each member of the group and the reimbursement request is supported by documentation from other members certifying the amount of meal money received.

G. Any individual who submits a Travel Expense Reimbursement Request/Expense Report pursuant to these regulations and who willfully makes and subscribes to any reimbursement request which he/she does not believe to be true and correct as to every material matter, or who willfully aids or assists in, or procures, counsels or advises the preparation or presentation of a claim which is fraudulent or is false as to any material matter shall be guilty of official misconduct. Whoever shall receive an allowance or reimbursement by means of a false request shall be subject to disciplinary action, up to and including termination, as well as being criminally and civilly liable within the provision of law.

V. METHODS OF TRANSPORTATION

The most cost-effective method of transportation that will accomplish the purpose of the travel shall be selected. Among the factors to be considered are length of travel time, cost of operation of a vehicle, cost and availability of common carrier services, etc.

A. Air

1. Common carrier shall be used for out-of-state travel unless it is documented that utilization of another method of travel is more cost efficient or practical in accordance with these regulations.
2. Before travel by a chartered aircraft is authorized, the traveler shall certify that: 1) at least two hours of working time will be saved by such travel; 2) no other form of transportation, such as commercial air travel will serve this same purpose; and 3) meet the insurance requirements provided by the University Office of Risk Management.
    a. Chartering an aircraft must be in accordance with the Higher Education Procurement Code.
    b. Reimbursement for use of chartered aircraft under the above guidelines will be made on the following basis:
        i. At the published GSA rate or
        ii. At the lowest logical coach economy airfare, whichever is the lessor.

            GSA Airplane mileage rate can be found at: https://www.gsa.gov/travel/plan-book/transportation-airfare-pov-etc/privately-owned-vehicle-mileage-rates.

            Note: If there are extenuating circumstances requiring reimbursement for expenses other than those listed above, approval must be granted by the President of the University or his/her designee.
    c. LSU travelers may not operate any aircraft on university business.
3. All travelers including students are to purchase commercial airline tickets through the contracted travel agency. This requirement is mandatory unless prior approval is granted by the individual who has been delegated this authority on your campus (See Section III, Subsection A). While University guests and state contractors are not required to use the state's contracted travel agency when purchasing airfare, it is the department's responsibility to monitor cost ensuring that the University guests and contractor(s) are purchasing the lowest, most logical airfare.

Commercial air travel will not be reimbursed more than lowest logical coach/economy class rates when it has been determined to be the best value. The difference between coach/economy class rates and first class or business class rates will be paid by the traveler. Upgrades at the expense of the University are not permitted unless there is a medical accommodation on file with the Office of Civil Rights & Title IX for employees, Office of the Dean of Students Disability Services for students, or documentation from the contracted travel agency indicating the higher-class ticket is the lowest priced airfare available. If space is not available in less than first or business class air accommodations in time to carry out the purpose of the travel, the traveler will secure a certification from the booking agency indicating this fact. The certification is required for travel reimbursement.

a. The University encourages the use of lowest logical “best value” airfares. Lowest logical fares are penalty tickets that can have restrictions and charge penalty fees for changing/canceling ticket purchases. Lowest logical tickets must be purchased from the contracted travel agency unless prior approval is granted by the individual who has been delegated this authority on your campus to purchase from an alternate agency.

b. If a lowest logical priced ticket is purchased and 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 other unavoidable situations as approved by the individual who has been delegated this authority on your campus (see Appendix B). Certification of the requirement for the change or cancellation by the traveler’s supervisor (or his/her designee) and/or the person with fiscal responsibility unless the Campus and/or Department requires a higher level of approval is required on the Travel Expense Reimbursement Request/Expense Report.

c. For international travel only, when an international flight segment is more than 10 hours in duration, the University will allow the business class rate, not to exceed 110% of the coach rate. The traveler’s itinerary provided by the travel agency must document the flight segment as more than 10 hours and must be attached to the Travel Expense Reimbursement Request/Expense Report.

d. Travelers are encouraged to check the appropriate airline website for recommended information regarding check-in times and obtaining seat information. When in the best interest of the University, the supervisor (or his/her designee) or the person with fiscal responsibility unless the Campus and/or Department requires a higher level of approval may approve reimbursement of the purchase of a preferred seat. The fee for the preferred seat will be reimbursed at the lesser of 10% of the airfare or up to $100.

e. A lost airline ticket confirmation is the responsibility of the person to whom the ticket was issued. The airline charge for searching and refunding lost tickets will be charged to the traveler. The difference between the prepaid amount and the amount refunded by the airline must be paid by the employee.

f. Employees may retain hotel reward/points and frequent flyer miles earned on official University travel unless the department deems the point property of the University. However, if an employee makes travel arrangements which favor a preferred airline/supplier to receive reward/points and this circumvents purchasing the most economical means of travel, the employee is in violation of this travel policy. Costs for

travel arrangements subject to this violation are non-reimbursable.

g. When making airline reservations for a conference, the traveler should provide the travel agency with the name of the conference and the airline that is offering a discount rate, if available. In many instances, the conference registration form specifies that certain airlines have been designated official carriers offering discount rates. If so, providing this information to the contracted travel agency could result in securing the discount rate for the traveler.

h. Employees must use caution when purchasing tickets from sources other than the contracted travel agency, particularly restricted fares, many of which cannot be changed. The 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.

4. **Personal destinations should not be included in business travel airfare.** The University cannot pay for airfare to a personal destination when included in business travel airfare. Whenever airfare for university business travel includes a personal destination, the traveler must obtain the lowest logical airfare quote (at the time of purchase) for the business destination only. Reimbursement for the airfare with the personal destination may be limited to the lesser of:

   a. Lowest logical quote; or

   b. Prorated amount for the business portion of the airfare only. The “prorate amount” is calculated by dividing the airfare by the total number of days (business and personal) and multiplied by the total number of business days.

   Whenever airfare does not include a personal destination, the traveler adds personal days to the business destination, the total amount of airfare is reimbursable. The expenses incurred for the personal days are not reimbursable.

5. Tickets which are unused by a traveler should always be monitored, every 30 days, by the traveler and the department. Travelers should ensure that any unused ticket is considered when planning future travel arrangements. Some airlines have a policy which would allow for a name change to another employee within the University. The latest airline policies regarding unused tickets are available at http://www.lsu.edu/administration/ofa/oas/acctpay/. Since unused tickets are a traveler/department responsibility, the University has the following resources in place to assist travelers/departments with the monitoring of unused tickets:

   a. Travelers receive 120, 90-, 60-, 30-, and 14-day email notifications.

   b. The Unused Ticket report (by campus) can be found on Accounts Payable and Travel website at http://www.lsu.edu/administration/ofa/oas/acctpay/ and is updated by the 15th of the month.

   c. Campus Heads receive their campus Unused Ticket report monthly.

B. Train

Travel by train can be reimbursed when it is deemed to be the most cost-efficient method of

travel. The travel reimbursement will be subject to the following requirements:

1. Economy class ticket with no sleeping cabin;
2. Only one day travel before and after a conference or meeting is allowed; and
3. Lowest logical airfare quote must be provided as evidence that traveling by train was the most cost-effective means of travel.

C. Motor Vehicle

No vehicle may be operated in violation of State or local laws. No traveler may operate a vehicle without a valid U.S. driver's license in his/her possession (the physical license or a state-approved electronic version).

A driver must complete the Driver Authorization process before operating a university-owned or leased vehicle on official University business.

Driver Authorization is also required before operating a privately-owned or rented vehicle on official University business when any of the following applies:

- Driving is part of the driver's written job description;
- Driving is assigned by a department as a routine duty (for example, routinely carrying equipment to a field site or picking up supplies for the department);
- Driving is otherwise required by institutional procedures.

Driver Authorization is not required for incidental travel in a privately-owned or rented vehicle, such as travel to or from a meeting, non-routine errand, conference, training, airport, or hotel.

The Driver Authorization process is managed by each institution. Records of the Driver Authorization must be retained in a central location during the period of active authorization.

Safety restraints shall be used by the driver and passengers of vehicles. All accidents, major or minor, shall be reported first to the local police department or appropriate law enforcement agency. An accident report form should also be completed as soon as possible and must be returned to the appropriate University department responsible for vehicle claims. The form can be found for each campus on the University Office of Risk Management website at https://www.lsu.edu/riskmgt/vehicleuse/procedures.php.

Individuals operating a university-owned, rented or personal vehicle while on official University business will be responsible for all traffic, driving, and parking violations received. This does not include vehicle violations for university-owned or rented vehicles (e.g., expired registration or inspection sticker) as the University or the rental company would be responsible for any cost associated with these types of violations.

Operating any vehicle for official university business while intoxicated as set forth in R.S. 14:98 and 14:97.1 is strictly prohibited, unauthorized, and expressly violates the terms and conditions of use of said vehicle. In the event such operation results in the employee being convicted of, pleading nolo contendere to, or pleading guilty to, driving while intoxicated under R.S. 14:98 or 14:98.1, such would constitute evidence of the employee: (1) violating the terms and conditions of use of said vehicle, (2) violating the direction of his/her employer, and (3) acting beyond the course and scope of his/her employment with the University.

Personal use of a university-owned or a rented vehicle is not permitted.

Individuals not associated with the University or with university activities, including, but not limited to spouses, children or other family members, should not be transported in university-owned or rented vehicles. Approval of exceptions to this policy may be made by the Department Head if he/she determines that the best interest of the University will be served; in such cases, the passenger (or passenger's guardian) may also be required to sign a non-Employee Passengers/Driver form, which can be found on the University Office of Risk Management website at https://www.lsu.edu/riskmgt/vehicleuse/procedures.php.

Non-employed University students, guests and contractors are not permitted to drive University-owned, leased, or rented vehicles, unless an exception is made in writing by the Department Head if he/she determines that the best interest of the University will be served. However, non-employed University students, guests, and contractors are permitted to and encouraged to utilize the in-state and out-of-state rental contracts which may include Collision Damage Waiver and one-million-dollar ($1 million) liability insurance (insurance coverage should be verified with the rental car company). If the in-state and out-of-state contracts are not used, then insurance is not provided unless purchased. For details on reimbursable insurances, see Section V, Subsection C.3 (n-p).

Motorcycles/bicycles/mopeds/motorized scooters (including e-scooters) shall not be used for university travel. Approval of exceptions to this policy may be made by the Department Head if he/she determines that the best interest of the University will be served; in such instances, the driver may also be required to sign a release. No passengers may be transported at any time on motorcycles/bicycles/mopeds/motorized scooters (including e-scooters).

1. University-owned Vehicles

    a. No person may be authorized to operate a university-owned vehicle unless that person is an employee of the University; or has received specific written approval from the Department Head or his/her designee to operate a university-owned vehicle on official University business.

    b. The driver must complete the Driver Authorization process before operating a university-owned or leased vehicle on official University business.

    c. All receipts for purchases made on university gasoline credit cards must be signed by the approved traveler making the purchase. The license number and the unit price and quantity of the commodity purchased must be noted on the delivery ticket by the vendor. Items incidental to the operation of the vehicle may be purchased via university gasoline credit cards only when away from official domicile in travel status. In all instances where a university gasoline credit card is used to purchase items or services which are incidental to the operation of a vehicle, a tissue copy of the credit ticket along with a written explanation of the reason for the purchase should be attached to the monthly report required to be filed for all University-owned vehicles.

    d. Travelers in University-owned vehicles who purchase needed fuel, repairs and equipment while in travel status shall use fleet discount allowances and university bulk purchasing contracts where applicable. Reimbursements require a receipt and only regular unleaded gasoline, or diesel, when applicable should be used. Mid-grade, super, plus or premium gasoline are not necessary. Departments should be familiar with the existence of such allowances and/or contracts by contacting the Procurement Office or visiting the Procurement website. University credit cards will not be issued to

travelers for use in the operation of privately-owned vehicles.

e. University-owned vehicles may be used for out-of-state travel only if permission of the Department Head has been granted prior to departure. If a university-owned vehicle is to be used to travel to a destination more than 500 miles from its usual location,

documentation that this is the most cost-effective means of travel should be readily available in the Department's travel reimbursement files. When the use of a university-owned vehicle has been approved by the Department Head for out-of-state travel for the traveler's convenience, the traveler is personally responsible for expenses in-route to and from their destination, inclusive of enroute expenses.

f. Individuals not associated with the University or with university activities should not be transported in university-owned vehicles. Approval of exceptions to this policy may be made by the Department Head if he/she determines that the unauthorized person is part of the official University business, and that the best interest of the University will be served; in such cases, the passenger (or passenger's guardian) may also be required to sign an Acknowledgment form, which is located on the University Office of Risk Management website at https://www.lsu.edu/riskmgt/vehicleuse/procedures.php

g. If a university-owned vehicle is to be brought to the home of a university employee overnight, the traveler and department should ensure it is in accordance with requirements outlined in R.S. 39:361-364.

2. Privately-owned Vehicles

a. An employee may elect to use his or her personal vehicle to travel on university business, such as to attend meetings or conferences; however, use of a privately-owned vehicle is solely at the discretion of the vehicle owner and vehicle driver. Privately-owned vehicles used for university business should be properly registered, inspected, insured, and appropriate for such use. While travelling on university business, the vehicle driver is responsible for the use of the vehicle and for safe transport of any passengers who travel in the vehicle.

b. Prior to driving a privately-owned vehicle on official University business, a person must become a University Authorized Driver when driving is part of the driver's written job description, is assigned by a department as a routine duty, or when otherwise required by institutional procedures. Driver Authorization is not required for incidental travel, such as travel to or from a meeting, non-routine errand, conference, training, airport, or hotel. The Driver Authorization process is managed by each institution. Records of the Driver Authorization must be retained in a central location during the period of active authorization.

c. When two or more individuals travel in the same privately-owned vehicle, only one charge will be allowed for the expense of the vehicle. The person claiming reimbursement shall report the names of the other passengers.

d. A mileage allowance for in-state travel shall be authorized for travelers approved to use privately-owned vehicles while conducting official University business. Mileage for in-state shall be reimbursable at the published GSA rate for mileage based on the actual physical address. The current GSA mileage rate can be found at: https://www.gsa.gov/travel/plan-book/transportation-airfare-pov-etc/privately-owned-

vehicle-mileage-rates.

e. Mileage for moving expenses shall be reimbursed at the federal rate in effect at the time of the move.

f. Mileage shall be computed by using one of the following options:
   i. On the basis of odometer from point of origin to point of return; or
   ii. A website mileage calculator or published software package indicating physical address and mileage (to be attached to the Travel Expense Reimbursement Request/Expense Report).

g. An employee shall never receive any benefit from not living in his/her official domicile. In computing reimbursable mileage, while the employee is on official University travel status, to an authorized travel destination from an employee's residence outside the official domicile, the employee should always claim the lesser of the miles from their official domicile or from their residence. If an employee is leaving on a non-work day or leaving significantly before or after work hours, the traveler's supervisor (or his/her designee) and/or the person with fiscal responsibility unless the Campus and/or Department requires a higher level of approval may determine to pay the actual mileage from the employee's residence.

h. When use of a privately-owned vehicle has been approved for out-of-state travel for the traveler's convenience, the traveler will not be reimbursed for in-route expenses. The total cost of the mileage on the basis of the rate referenced in the Appendix per mile may not exceed the cost of the lowest logical airfare obtained at least 14 days prior to the trip departure date. The reimbursement would be limited to the one lowest logical airfare quote, not the number of individuals traveling in the vehicle. The traveler is personally responsible for any other expenses in-route to and from the destination inclusive of enroute expenses.

i. When use of a privately-owned vehicle has been approved for out-of-state travel at the request of the department for a purpose that benefits the University, the traveler will be reimbursed for mileage expenses on the basis of the rate referenced in the Appendix per mile only. The total cost of the mileage may not exceed the lowest logical fare obtained at least 14 days prior to the trip departure date and a vehicle rental quote at the point of destination. The reimbursement would be limited to the one lowest logical airfare quote, not the number of individuals traveling in the vehicle. The traveler's direct supervisor and Dean will determine on a case-by-case basis whether the traveler is to be reimbursed for all or part of the in-route travel expenses. Justification for the approval should be attached to the Travel Expense Reimbursement Request/Expense Report.

j. When a traveler is required to regularly use his/her privately-owned vehicle for university business (as written in the traveler's job description), the individual who has been delegated this authority on your campus may authorize a lump sum allowance for transportation or reimbursement for transportation (mileage). Requests for lump sum allowance must be accompanied by a detailed account of routine travel listing exact mileage for each such route. Miscellaneous travel must be justified by at least a three-month travel history to include a complete mileage log for all travel incurred, showing all points traveled to or from and the exact mileage. Requests for lump sum allowance

shall be granted for periods not to exceed one fiscal year. A justification as to why a vehicle rental is not feasible is required. When a traveler is granted a monthly vehicle allowance or a lump sum allowance, the traveler should never request or be reimbursed for mileage, fuel or rental vehicles.

k. The traveler shall be required to pay all operating expenses of his/her personal vehicle, including fuel, repairs, and insurance. Repairs and routine maintenance required in the use of personal vehicles are the responsibility of the traveler and do not qualify for additional reimbursement. Employees using their personal vehicle for university business should ensure they are compliant with the mandatory financial responsibility laws for auto insurance liability in the State of Louisiana or the State in which the vehicle is registered. The University requires that the employee's auto liability insurance be the primary insurance for any accidents that occur while driving on university business. The University may provide excess liability coverage, at the discretion of the University, based on the circumstance of the accident. The University does not provide physical damage insurance to a personal vehicle; however, based on the circumstances of the accident, there may be a reimbursement up to $1,000 provided toward the employee's vehicle property damage deductible, in instances, when property damage results while using the employee's personal vehicle for university business.

3. Rented Motor Vehicles (receipts required)

   a. No person may be authorized to operate a rented vehicle to conduct University business unless that person is an employee of the University or has received specific written approval from the Department Head or his/her designee to operate a rental vehicle on official University business.

   b. Prior to driving a rented vehicle on official University business, a person must become a University Authorized Driver when driving is part of the driver's written job description, is assigned by a department as a routine duty, or when otherwise required by institutional procedures. Driver Authorization is not required for incidental travel, such as travel to or from a meeting, non-routine errand, conference, training, airport, or hotel. The Driver Authorization process is managed by each institution. Records of the Driver Authorization must be retained in a central location during the period of active authorization.

   c. Individuals not associated with the University or with university activities should not be transported in vehicles rented by the University. Approval of exceptions to this policy may be made by the Department Head if he/she determines that the best interest of the University will be served; in such instances, the passenger (or passenger's guardian) may also be required to sign an Acknowledgment form, which is located on the University Office of Risk Management website at https://www.lsu.edu/riskmgt/vehicleuse/procedures.php.

   d. **In-state Vehicle Rental** - The State has contracted for in-state vehicle rentals through Enterprise, National or Hertz. These contracts, which are mandatory for business travel, apply to all University employees and/or authorized travelers traveling on official University business. Usage of the contracts is mandatory for university employees unless it is determined that the vendor does not have the appropriate size fleet in stock for the date of use. Documentation of such from the rental car company must be provided. It is the traveler's discretion which rental company is utilized.

e. Employees are discouraged from making rental reservations at airport locations to prevent additional unnecessary costs. The rental reservation links for Enterprise, National, and Hertz are available on the Accounts Payable & Travel website. For Enterprise or National vehicle rentals, employees can reserve a vehicle by selecting the campus specific link as each campus is assigned a unique accounting number.

f. Payments for vehicle rentals can be made using the LaCarte card or other personal credit card.

g. Box trucks are available under Enterprise/National and Hertz contracts as an added-value service, with insurance included. Use of this service is optional and not mandatory.

h. **Out-of-state Vehicle Rental** - The State has contracted rental vehicles for domestic, out-of-state travel, excluding international travel, utilizing the State of Louisiana's out-of-state contracts, which is mandatory for university employees. All University employees are mandated to use these contracts due to exceptional pricing which may include Collision Damage Waiver and one-million-dollar ($1 million) liability insurance (insurance coverage should be verified with the rental car company). The State of Louisiana's out-of-state participating vendors include Enterprise, National and Hertz Corporation. It is the traveler's discretion which rental company is utilized.

i. Members of boards and commissions are not required to utilize the in-state and out-of-state rental contracts. They are entitled to actual mileage reimbursement up to the GSA rate referenced in Appendix A. However, they are strongly encouraged to use the in-state and out-of-state rental contract when a cost benefit analysis indicates potential savings.

j. University contractors are required to follow PM-13 by terms of their contracts, but they are not required to use the in-state and out-of-state rental contracts. However, they are strongly urged to use the in-state and out-of-state contracts when a benefit analysis indicates potential savings. For out-of-state travel, mileage at the GSA rate referenced in Appendix A will be limited to a lowest logical airfare quote.

k. **Approvals** - Prior to departure written approval must be granted by the traveler's supervisor (or his/her designee) and/or the person with fiscal responsibility, unless the Campus and/or Department requires a higher level of approval is required for the rental of vehicles to conduct University business. However, if the department chooses, approval may be granted on an annual basis if duties require frequent rentals. The traveler's supervisor (or his/her designee) and/or the person with fiscal responsibility, unless the Campus and/or Department requires a higher level of approval, has the authority to approve rentals of any vehicle above the "intermediate size" category. If a compact or mid-size vehicle is not rented, written justification as to the need for the larger vehicle must be included in the supporting documentation attached to the Travel Expense Reimbursement Request/Expense Report.

l. **Vehicle Rental Size** - Only the cost of rental of economy, compact, intermediate or standard model is reimbursable, unless 1) non-availability is documented, or 2) the vehicle will be used to transport more than two individuals. When a larger vehicle is necessary as stated above, the upgraded vehicle shall be the next smallest size and lowest price necessary to accommodate the number of individuals traveling or

equipment/materials being transported. The traveler's supervisor (or his/her designee) and/or the person with fiscal responsibility, unless the Campus and/or Department requires a higher level of approval, may on a case-by-case basis, authorize a larger sized vehicle provided detailed justification is made in the employee's file. Such justification should include, but is not limited to, specific medical requirements when supported by a doctor's recommendation.

m. **Personal Rental** - The State rental vehicle contracts are not allowed for personal use.

n. **Gasoline** (receipts required) - Reasonable gasoline cost is reimbursable, and receipts are required; **mileage is not reimbursable on vehicle rentals**. If the traveler is not able to obtain a receipt from a pump or cashier, a time-stamped photo of the pump showing the number of gallons purchased and total price will be acceptable. Pre-paid fuel options for rental vehicles are only to be allowed with prior approval from the traveler's supervisor (or his/her designee) and/or the person with fiscal responsibility unless the Campus and/or Department requires a higher level of approval, when the traveler can document that the pre-purchased amount was necessary and that the amount charged by the rental company is reasonable in relation to local gasoline cost.

o. **Insurance for Vehicle Rentals within the 50 United States** - Insurance billed by vehicle rental companies (i.e., CDW or LDW) is not reimbursable for domestic travel. Damage Waiver Insurance and $1 Million Liability Protection Coverage may be included in the State's in-state and out-of-state rental contract pricing (insurance coverage should be verified with the rental car company). Insurance coverage for vehicle rentals, other than the State's in-state and out-of-state mandatory contracts, is provided through the University or State liability insurance. If a collision occurs while on official University business, the accident should be reported immediately to the rental car company and through the University Office of Risk Management at https://www.lsu.edu/riskmgt/vehicleuse/procedures.php. The Department will be responsible for the cost of the repairs up to a deductible of $1,000. Note: Lost keys and car door unlocking services for rental vehicles are not covered under the damage waiver policy and are very costly. The Campus should establish internal procedures regarding liability for these costs. **No other insurance will be reimbursed when renting, except when renting outside the 50 United States**. There should be no other charges added to the base price, unless the rental reservation is made at the airport (which is not recommended for daily routine travel).

p. **Insurance for Vehicle Rentals outside the 50 United States (receipts required)** - The appropriate insurance for each travel location (i.e., minimum legally required liability and physical damage) provided through the vehicle rental company should be purchased when the traveler is renting a vehicle outside the 50 United States. The insurance costs for the minimum legally required insurance may be reimbursed for travel outside the 50 United States only upon the approval of the traveler's supervisor (or designee) and/or the person with fiscal responsibility unless the Campus and/or Department requires a higher level of approval.

q. **Non-employed University students, guests, and contractors** who have been approved to travel to conduct University business are encouraged to utilize the in-state and out-of-state rental contracts which may include Collision Damage Waiver and one-million-dollar ($1 million) liability insurance (insurance coverage should be verified with

the rental car company). If the in-state and out-of-state contracts are not used the following insurances are recommended and reimbursable:

i. Collision Deductible Wavier (CDW) - If a collision occurs while on official University business, the cost of the deductible should be paid by the traveler and reimbursement claimed on a Travel Expense Reimbursement Request/Expense Report. The accident must also be reported to the appropriate University department responsible for vehicle claims.

ii. Loss Damage Waiver (LDW).

iii. Auto Tow Protection (ATP) - Requires approval of the traveler's supervisor (or his/her designee) and/or the person with fiscal responsibility unless the Campus and/or Department requires a higher level of approval.

iv. Supplement Liability Insurance (SLI) - *If required by the vehicle rental company.

v. Theft and/or Super Theft Protection coverage of contents, (university property only), lost during a theft or fire - *If required by the vehicle rental company.

vi. Vehicle coverage for attempted theft or partial damage due to fire - *If required by the vehicle rental company.

The following are some of the insurance packages available by vehicle rental companies that <u>are not reimbursable</u>:

i. Personal Accident Coverage Insurance (PAC) - Employees are covered under workmen's compensation while on official University business.

ii. Emergency Sickness Protection (ESP).

r. **Navigation equipment (GPS Systems)**, rented, not purchased, from a rental car company may only be reimbursed if an employee justifies the need for such equipment and with prior approval from the traveler's supervisor (or his/her designee) and/or the person with fiscal responsibility unless the Campus and/or Department requires a higher level of approval.

D. Public Ground Transportation

The cost of public ground transportation such as buses, subways, airport limousines, and taxi cabs is reimbursable when the expenses are incurred as part of approved University business travel.

Public transportation to and from the airport, while on official University business travel, may be reimbursed with a receipt.

Airport shuttle/limousines, taxi reimbursements, including tips, require a receipt to account for total daily amount claimed. A driver's tip for shuttle/limousines and taxis may be given and must not exceed 20% of the total charge. The tip amount must be included on the receipt received from the driver/company. All other forms of public ground transportation are limited to $10 per day without a receipt, claims more than $10 per day require a receipt. At a department level, the Dean or Department Head may implement a department-wide policy requiring receipts for an amount less than $10 per day. To assist with verifications of taxi fares, a traveler should contact the taxi company for an estimate or visit sites such as

taxifarefinder.com. An employee should always get approval, prior to the trip, if multiple taxis are used as it may be in the University's best interest to rent a vehicle versus reimbursements of multiple taxi expenses.

Uber or Lyft type services are reimbursable, standard size vehicles must be selected, and an itemized receipt is required. Wait time and priority pickup charges are not reimbursable expenses.

1. Uber Black, Uber Black XL, Uber Premier, and Uber Priority are not reimbursable.
2. Lyft Lux, Lyft Lux Black, and Lyft Lux Black XL are not reimbursable.
3. Uber XL and Lyft XL are reimbursable with two or more passengers.

Travelers should try to utilize the most economic ground transportation without incurring additional fees or surge pricing.

E. To and From Common Carrier Terminals and Home or Office

1. Reimbursement will be allowed for taxicab fares between a common carrier or other terminal and either the employee's home or office. Receipts are required.
2. Instead of using a taxicab, payment on a mileage basis will be allowed for the round-trip mileage of a privately-owned vehicle at the rate referenced in the Appendix per mile. The reimbursement will be limited to one round trip.

F. Watercraft

1. No person may be authorized to operate an owned or rented motorized watercraft to conduct University business unless that person is an employee of the University. All employees operating motorized watercraft, must be in compliance with State law and University safety requirements which may require the completion of a boating education course (https://www.wlf.louisiana.gov/page/boater-education).
2. Individuals not associated with the University or University activities should not be transported in watercraft owned or rented by the University. Approval of exceptions to this policy may be made by the Department Head if he/she determines that the best interest of the University will be served; in such instances, the passenger (or passenger guardian) may also be required to sign a release.
3. The use of private watercraft may not be used to conduct University business. Approval of exceptions to this policy may be made by the Department Head if he/she determines that the best interest of the University will be served.
4. To ensure proper insurance coverage for diving activities, all dives (descent underwater utilizing compressed gas and subsequent ascent/return to the surface) must be reported to the Office of Risk Management at https://lsu.edu/riskmgt/travel/diving.php (a mobile form is available at the preceding link for easy reporting) this report must be completed prior to all dives.

VI. REIMBURSEMENT FOR LODGING AND MEALS & INCIDENTAL EXPENSES (M&IE)

A. Meals (Including Tax and Tips) & Incidental Expenses

Travelers may be reimbursed for meals based on the GSA meal rates for the 48 continental

United States, including District of Columbia. The GSA meal rates can be found at https://www.gsa.gov/travel/plan-book/per-diem-rates. Alaska, Hawaii, and U.S. Territories (Puerto Rico, U.S. Virgin Islands, American Samoa, Guam and Saipan) shall follow the meal rate listed in Appendix A. Receipts are not required for routine meals. Number of meals claimed must be shown on the Travel Expense Reimbursement Request/Expense Report. Note: If meals are included in a conference schedule, including continental breakfast, and/or are part of the registration fee, an employee cannot request/receive additional reimbursement for that meal. If an employee has a dietary restriction, the employee may be allowed reimbursement of M&IE for meals provided at a conference, meeting, or other work function that may pose a health risk to the employee if consumed. A justification should be provided for reimbursement. If an individual seeks reimbursement of meal money for an entire group traveling together, each member of the group must certify the amount of meal money received from the individual claiming reimbursement. If an individual seeks reimbursement of meals paid for the entire group, receipts must be provided and the cost per person may not exceed the allowances.

1. Single Day Travel

   Allowance for single day meals is at the discretion of each Campus Head. Meals are not eligible for reimbursement on single day travel. This means that when an authorized traveler of the University is in travel status where no overnight stay is required, no meals are eligible for reimbursement. Each Department Head or their designee must determine the reasonableness of when an overnight stay is justified. However, the Department Head will be allowed to authorize single-day meal reimbursements on a case-by-case basis or by type(s) of single-day travel when it is determined to be in the best interest of the Department. In those cases where the single day meals are reimbursed; the amount of the reimbursement will be considered taxable income to the employee. To receive any meal reimbursement on single day travel, an employee must be in travel status for a minimum of 12 hours. If the Department Head or his/her designee determines that single-day meals will be provided, reimbursements for single-day travel must not exceed 75% of the M&IE rate for the applicable travel location meal rates.

2. Travel with Overnight Stay

   Minimum of 12 hours of travel in travel status.

   Reimbursements for travel with overnight stay must not exceed 75% of the M&IE rate for the applicable travel location meal rates on the first and last day of travel.

   Student group trips, including athletics, and employees required to travel with the student groups are eligible for the full M&IE rate when travel begins at/or before 8 a.m. on the first day of travel or extends to/or beyond 8 p.m. on the last day of travel.

   Reimbursement for alcohol is prohibited.

3. Declared Emergency Meals & Incidental Expenses (M&IE) (Act No. 799 of 2026)

   Pursuant to La. R.S. 39:231, during a gubernatorially declared state of emergency or disaster, reimbursement for meals and incidental expenses (M&IE) may be authorized at a rate not to exceed 75% above the applicable U.S. General Services Administration (GSA) M&IE rate for state officers and employees performing duties directly related during the declared emergency

or disaster.

The enhanced reimbursement applies only to state public officials and employees deployed in direct response to the declared emergency or disaster.

Agencies are required to maintain specific supporting documentation and submit it to the Commissioner of Administration within 60 days after termination of the declared emergency or disaster. The information should be emailed to StateTravel@la.gov.

B. Lodging

1. Routine Lodging Allowance

Employees will be reimbursed lodging based on the GSA lodging rates for the 48 continental United States, including District of Columbia. The GSA lodging rates can be found at https://www.gsa.gov/travel/plan-book/per-diem-rates. Alaska, Hawaii, and U.S.

Territories (Puerto Rico, U.S. Virgin Islands, American Samoa, Guam and Saipan) shall follow the lodging rate listed in Appendix A.

Receipts from a bona fide hotel, motel, or AirBnB for lodging shall be submitted and attached to the Travel Expense Reimbursement Request/Expense Report.

Added value charges, which include but are not limited to, additional person fees, mini bar/snack fees, gym fees, and spa fees are not reimbursable.

For all hotel lodging, including AirBnB, only the first night lodging should be paid to secure the reservation. Lodging should not be prepaid in total and should be paid upon checkout. If the travel is canceled for any reason and the total lodging amount, in particular for an AirBnB was prepaid, only the first night of lodging may be allowed as a university expense. The other prepaid lodging days will be the responsibility of the traveler. Lodging should not be prepaid.

Employees should use 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.

When two or more individuals on university business travel share a lodging room, the University will reimburse the actual cost of the room; subject to a maximum amount allowed for an individual traveler times the number of employees.

2. Conference Lodging Allowance

Employees may be reimbursed lodging rate, plus tax and any mandatory surcharge. Receipts are required along with documentation showing the actual conference rate. The traveler’s supervisor (or his/her designee) and/or the person with fiscal responsibility unless the Campus and/or Department requires a higher level of approval has the authority to approve actual cost of conference lodging, for single occupancy, when the traveler is staying at the designated conference hotel. If there are multiple designated conference hotels, the lowest designated conference hotel should be utilized, if applicable. In the event the designated conference hotel(s) have no room availability, the traveler’s supervisor (or his/her designee) and/or the person with fiscal responsibility, unless the Campus and/or Department requires a higher level of approval, may approve to pay actual hotel cost not to

exceed the conference lodging rates for the other hotels in the immediate vicinity of the conference hotel. This allowance does not include Agency Hosted Conference Lodging Allowances. See Section X, Subsection B for these allowances. In the event a traveler chooses to stay at a hotel which is not associated with the conference, then the traveler is subject to making reservations and getting reimbursed within the hotel rates allowed in routine lodging only, as listed above. Documentation required is a registration receipt, formal agenda or program, and/or documentation designating the official conference hotel and nightly rate. Note: Training courses which are several days and have a designated hotel and rate, can be considered a "conference hotel" and therefore, the designated rate can be allowed.

A traveler's supervisor (or his/her designee) and/or the person with fiscal responsibility, unless the Campus and/or Department requires a higher level of approval, has the authority to approve meals that are designated as an integral part of the conference at actual costs.

However, a written justification with the reason for the higher lodging cost must be included in the supporting documentation attached to the Travel Expense Reimbursement Request/Expense Report.

No reimbursements are allowed for functions not relating to a conference (i.e., tours, dances, golf tournaments, etc.) and/or to the mission of the University.

C. Extended Stay

For travel assignments involving duty for extended periods at a fixed location, the reimbursement rates indicated should be adjusted downward wherever possible. Reimbursement requests for meals and lodging may be reported on an allowance basis supported by lodging receipts. Care should be exercised to prevent allowing rates in excess of those required to meet the necessary authorized subsistence expenses. It is the responsibility of the individual who has been delegated this authority on your campus to authorize only such travel allowances as are justified by the circumstances affecting the travel.

D. Parking and Parking-related Expenses

1. Parking at the **Baton Rouge Airport** - The State has contract rates for parking in the indoor parking garage, as well as the outside, fenced parking lot at the airport. A receipt is required. Documentation required to receive the contract price is the airport certificate and a University ID. The airport certificate may be found on AP and Travel's website at http://www.lsu.edu/administration/ofa/oas/acctpay/. See Appendix A for rates.

2. Parking when flying out of the **New Orleans Airport** - Travelers have the option to park at New Orleans Airport in the Surface Lot, the Airline Economy Garage, or US Park. A receipt is required. See Appendix A for rates.

3. Travelers using motor vehicles on official University business may be reimbursed for all other parking, including airport parking except as listed in 1 & 2 above, ferry fares, and road and bridge tolls. For each transaction over $5, a receipt is required.

E. Exceptions

1. Routine Lodging Overage Allowance

A traveler's supervisor (or his/her designee) and/or the person with fiscal responsibility, unless the Campus and/or Department requires a higher level of approval, has the authority

to approve actual routine lodging costs. (Note: This authority for increase is for lodging only and not for any other area of PM-13). Each case must be fully documented as to necessity (i.e., proximity to meeting place) and cost effectiveness of alternative options. Documentation and receipts must be attached to the Travel Expense Reimbursement Request/Expense Report. This authority shall not be delegated to any other person.

In areas where the Governor has declared an emergency, a Department Head or his/her designee will have the authority to approve actual routine lodging provisions on a case-by-case basis not to exceed 75% over the GSA rate. Each case must be fully documented as to necessity (e.g., proximity to the meeting place) and cost effectiveness of the alternative options. Documentation must be readily available in the department's travel reimbursement files.

2. Actual Expenses for University Officials

   University officials and others, authorized by statute or individual exception will be reimbursed on an actual expense basis for meals and lodging while in travel status, except in cases where other provisions for reimbursement have been made by statute. The request for reimbursement must be accompanied by an itemized receipt or other supporting document for each item claimed and shall not be extravagant and will be reasonable in relationship to the purpose of the travel. Positions eligible for actual expense reimbursement are President, Executive Vice President/Chancellor, Senior Vice Chancellor/Provost, Chancellor, Senior Vice Chancellor, and Vice Chancellor. They are subject to the time frames and all other requirements as listed in PM-13.

VII. REIMBURSEMENT FOR OTHER EXPENSES (WHILE IN TRAVEL STATUS ONLY)

The following expenses incidental to travel may be reimbursed:

A. Communications Expense Relative to Official University Business

1. Official University Business - All business communication costs may be reimbursed. Receipts are required. Note: If a traveler has an official University phone and/or is receiving a monthly stipend, reimbursements are not allowed.

2. International Travel - Up to $10 upon arrival at each destination and prior to departure from each destination within the first or last 24 hours of the trip, respectively. For stays more than seven days, one $10 call will be allowed for every second night after the first night. This will not be allowed for those individuals who have a university issued cell or cell phone stipend. Note: If a traveler has an official University phone and/or is receiving a monthly stipend, reimbursements are not allowed.

3. Internet - Internet access charges for official University business from hotels or other travel locations are treated the same as business telephone charges. A Department Head may implement a stricter policy for reimbursement of internet access charges. Receipts are required.

4. Personal cell phone charges will not be reimbursed.

B. Storage and Handling Equipment Charges (receipts required)

C. Baggage handling incidental tips are included in meals and incidental (M&IE)

D. Luggage Charges from Airlines

A traveler's supervisor (or his/her designee) and/or the person with fiscal responsibility unless the Campus and/or Department requires a higher level of approval may approve reimbursement for a traveler, with a receipt, any airline charges for the first checked bag for a business trip of 5 days or less and for the second checked 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 holds University records or property.

E. Registration Fees at Conferences/Conventions

When a registration fee is requested to be reimbursed, the traveler must itemize what it covers (i.e., conference attendance, meals, lodging, transportation, etc.). Membership fees, that are a part of the conference registration fees, are considered allowable expenses and must be tied to the conference registration. Any meals included in the conference registration fee are not eligible for reimbursement. Meals that are a designated integral part of the conference, additional fee charged, may be reimbursed on an actual expense basis with prior approval of the direct supervisor. Use of LaCarte to pay registration fees is recommended. Receipts are required.

F. Laundry Services for Domestic Travel

Employees in travel status for more than 7 days may be reimbursed for laundry services, with department head or his/her designee's approval. The reimbursement will be actual, reasonable costs incurred for travel to the 50 United States and U.S. territories only. Receipts are required.

VIII. INTERNATIONAL TRAVEL

A. All international travel to destinations outside the 50 United States, as defined in PM-13, must be approved by the Entity Head of higher education or (designee) (i.e., the individual who has been delegated this authority on your campus) prior to the departure date.

Requests for High Risk travel, including travel to foreign adversary countries, should be submitted through the appropriate administrative channels (i.e. Department Head, Dean, Vice Chancellor, High Risk Travel Committee, etc.) for approved by the designated individual within the institution central administrative office, as identified in Appendix B, prior to the departure date. The high-risk travel approval is in addition to the required approval by the Entity Head (or designee) for international travel, as defined in PM-13.

Approval by the traveler's supervisor (or his/her designee) and/or the person with fiscal responsibility (unless the Campus and/or Department requires a higher level of approval) will also be required prior to departure. Requests should reflect:

1. Place to be visited and route if other than direct
2. Purpose of travel
3. Dates of travel
4. Source of funds for travel

B. All requests for approval must include a detailed account of expected expenditures including airfare, room rates, dates, meals, local transportation, and any other known travel cost.

C. Documentation of all approvals must be maintained by the institution.

D. International travel inherently involves risks, including but not limited to health, security, political, environmental, transportation, and legal risks. While LSU takes reasonable measures to assess and mitigate these risks, no individual or organization can guarantee traveler safety or compliance with all applicable laws and regulations in every jurisdiction.

E. International travel assistance services and insurance will be provided by the University to employees and students traveling internationally. To be eligible for coverage, employees must have a completed and approved "Spend Authorization" or "Authorization to Travel" prior to their travel start date. Students must be enrolled in a qualified University-sponsored travel program (i.e., academic programs abroad, department field trips, etc.). Both employees and students also, must register their travel using the instructions as they are listed on the University Office of Risk Management's International Travel Insurance page at https://www.lsu.edu/riskmgt/travel/international-travel-insurance.php. When trips are booked through the State Contracted Travel Agency, the travel will be automatically registered with the LSU Travel Assistance Provider. To request a travel insurance brochure, or to access additional information regarding the travel assistance services and insurance, (including limits and coverage exclusions), please visit https://www.lsu.edu/riskmgt/travel/international-travel-insurance.php.

   Travelers planning international travel may access medical, security, and cultural information for the destination by calling the LSU Travel Assistance Provider using the contact information listed on the LSU Office of Risk Management website at https://www.lsu.edu/riskmgt/index.php.

   Special insurance (Defense Base Act) may be required for any University employee traveling international that meets one of the following conditions:

   1. Any LSU employee working on a military base, naval or air, base or reservation.
   2. Any LSU employee engaged in U.S. government-funded public works business outside the U.S. continental shelf.
   3. Any LSU employee engaged in a public works or military contract with a foreign government which has been deemed necessary to U.S. national security.
   4. LSU employees that provide services funded by the U.S. government outside the realm of regular military issue or channels.
   5. LSU employees of any sub-contractors of the prime or letting contractor involved in a contract such as numbers 1-4 above.

   To review additional information and request coverage please visit: www.lsu.edu/riskmgt/insurances/defense_base_act/defense_base_act.php.

F. International travelers will be reimbursed meals and incidental expenses (M&IE) rates based on the U.S. Department of State meal rates. Incidental expenses include tips for valets, porters, baggage carriers, hotel staff, complimentary shuttle services, and laundry/cleaning services. Lodging rates will be based on the U.S. Department of State lodging rates and are inclusive of taxes and fees. The U.S. Department of State lodging and M&IE rates can be found at https://aoprals.state.gov/web920/per_diem.asp. The U.S. Department of State

breakdown of daily meal rates can be found at https://aoprals.state.gov/content.asp?content_id=114&menu_id=75. Student group trips, including athletics, are eligible for the full M&IE rate when travel begins at/or before 8 a.m. on the first day of travel or extends to/or beyond 8 p.m. on the last day of travel. To accommodate the currency conversion, we recommend that expenses are paid using a credit card, and a copy of the credit card bill reflecting the charge in U.S. dollars be attached to the Travel Expense Reimbursement Request/Expense Report in lieu of a daily conversion calculation. For charges paid in cash, a conversion calculator must be attached.

G. Upon receipt of written justification, the University may approve for employees to be reimbursed for a VISA and/or immunizations when the traveler is traveling on behalf of the University on official business. It is not practice for the University to reimburse for a passport.

   However, a passport may be reimbursed upon a detailed justification request and Department Head approval.

H. International airfares available from other sources may be less expensive than fares available from the contracted travel agency. Once an employee has been granted approval to travel internationally, the employee is free to either:

   1. Book their airfare through the contracted travel agency; or

   2. If an employee seeks and finds a lower fare available from a source other than the 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 contracted travel agency for review, and all requests should be copied to the person on your campus authorized to approve travel exceptions. The agency will determine if the airfare can be matched or beat and, within 24 hours, a response will be provided via email to the traveler and travel arranger. If the fare can be matched or beat, the ticket must be purchased from the contracted travel agency, and an exception request will not be approved. If the travel agency cannot match the price, the travel agency will indicate that the itinerary cannot be matched. This approval must be attached to the Travel Expense Reimbursement Request/Expense Report 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 requesting the review must be attached to the reimbursement/payment request).

      Employees must use caution when purchasing tickets from sources other than the contracted travel agency, particularly restricted fares, many of which cannot be changed. The 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.

IX. VISITORS TO CAMPUS

When visitors are brought to the Campus with the understanding that travel expenses will be reimbursed, the following procedure should be used:

A. A letter should be addressed to the visitor prior to his/her departure informing him/her of the necessity of obtaining receipts, keeping a record of expenses of his/her trip, and that

reimbursement will be made in accordance with PM-13, University Travel Regulations. Contracted travel services may be used to arrange travel for visitors to the Campus but are not required if the visitors make their own arrangements from their departure city.

B. The University official at whose request the visitor is on the Campus shall be responsible for preparing the reimbursement request and obtaining the visitor's signature.

C. Written authorization for reimbursement of travel expenses must be obtained from the traveler's supervisor (or his/her designee) and/or the person with fiscal responsibility unless the Campus and/or Department requires a higher level of approval prior to being invited to Campus for an employment interview. Travel for the spouse of a candidate may also be authorized for the employment interview. Travel expenses may not be paid or reimbursed to candidates for employment except for expenses incurred for interviews and/or official business trips. Local living expenses upon relocation to the new domicile are not eligible for reimbursement.

D. Written approval of the traveler's supervisor (or his/her designee) and/or the person with fiscal responsibility unless the Campus and/or Department requires a higher level of approval is required for reimbursement of expenses for superior graduate and medical students being recruited by the University.

X. SPECIAL MEALS

A. Reimbursement designed for those occasions when, as a matter of extraordinary courtesy or necessity, it is appropriate and in the best interest of the University to use public funds for provision of a meal to a person who is not otherwise eligible for such reimbursement and where reimbursement is not available from another source. All special meals must have prior written approval by the Department Head (or his/her designee). See the Appendix for special meal rates.

Note: Expenses for spouses and children of employees may not be paid by public funds.

1. Candidates for employment at the University are being hosted at a meal by university personnel. The number of university personnel participating should be kept to a minimum.

2. Guest lecturers, visiting scholars and other visiting dignitaries or executive-level individuals from other governmental units, business, or industry and individuals providing identified gratuity services to the University. This explicitly does not include normal visits, meetings, reviews, etc., by Federal or State representatives. In support of faculty and student engagement with university guests, the provision of two meals may be permitted with no restriction for attendee type (i.e., faculty/staff/student). If more than two meals are provided, the meal should be paid for with private funds.

3. Extraordinary situations when University employees are required by their supervisor to work more than a 12-hour workday or a 6-hour weekend when such are not normal working hours, to meet crucial deadlines or to handle emergencies.

4. Special meals should not be served at brief, routine meetings, particularly meetings that could be scheduled at times other than mealtimes. Special meals are allowed for events (i.e., workshops, faculty or staff retreats, training, etc.) and a detailed meeting agenda is required. Special meals for routine work meetings should be paid for with private funds, and LaCarte cannot be used. Reasonable delivery fees and tips may be allowed if ordered from

an outside vendor. A reasonable tip is allowed but should not exceed 20%.

5. In-person research participant studies in which the successful execution of research activities is essential and directly supports the research goals of faculty.

B. Reimbursement Limits

See the Appendix for “Special Meal” reimbursement limits.

Note: Allowances for refreshments and receptions apply only to expenditures made for the benefit of a group of people at a meeting, conference or convention; allowances are not additional “meal provisions” provided to individuals in travel status. University employees should be included only to the extent that their official capacity would indicate their presence as desirable (i.e., meetings are interdepartmental in nature). A reasonable tip is allowed but should not exceed 20%.

A list of attendees or a sign-in sheet is required for all special meal events, except for refreshments or receptions.

1. Agency-hosted Conferences (Both In-State and Out-of-State)

   a. University sponsored conferences - Three (3) bona fide competitive quotes to include sleeping rooms, meeting rooms, meals and breaks, etc. must be solicited for conferences hosted by the University.

   b. Attendee Verification: All university sponsored conferences must have a sign-in sheet or some type of attendee acknowledgement to justify the number of meals charged.

   c. Conference Meal Rates: Cost of conference meals served in conjunction with university-sponsored conferences billed to the University shall not exceed the special meal rates. Any gratuity not required by the caterer must not exceed 20% of the total meal cost.

   d. Conference Lodging Allowances - Conference lodging rates should be within the published lodging rates for the conference location.

2. Group refreshment expenditures for a meeting, conference or convention are limited to those incurred on behalf of the conference or convention and are not eligible reimbursement claims for individual travelers. Refreshments shall not exceed $5.50 per person, per morning and/or afternoon sessions. Gratuity may be added if refreshments are being catered.

   All special meals must have prior written approval by the Department Head (or his/her designee).

   LaCarte can be used to pay for dine-in restaurant special meals. The cost of the meal is subject to the special meal rates, and no alcohol should be included or paid with LaCarte. An itemized receipt for the total meal amount must be attached to the Expense Report reflecting the transaction.

C. Requests to the individual who has been delegated this authority on your campus for special meal authorization must be under signature of the employee assuming responsibility. The request must include:

1. Name and title of the employee requesting authority to incur expenses and assuming

responsibility for such.

2. The nature of the activity and clear justification of the necessity and appropriateness of the request.
3. Names, official titles and affiliations of all individuals for whom reimbursement of meal expenses is being requested.

D. To request reimbursement, the following must be submitted by the authorized employee:

1. Detailed breakdown of all expenses incurred, with appropriate receipt(s).
2. Subtraction of cost of any alcoholic beverages.
3. Prior written approval from the individual who has been delegated this authority on your campus.
4. Original itemized receipts.

E. Higher education institutions must send the special meals report to the entity's management board on quarterly basis with the report due 45 days following the end of the quarter.

The special meals report must include:

1. Year and quarter being reported
2. Campus & Department Name
3. Name of report preparer
4. Phone number and email address of report preparer
5. Date of Event
6. Event Title
7. Payee or Supplier Name
8. Total number of attendees
9. Total cost of event
10. Justification for special meals

XI. 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. 42:1115, 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 agency and employee's responsibility to properly complete and submit to the Board of Ethics at the time required.

The Disclosure Statement can be found at https://ethics.la.gov/pub/CampFinan/Forms/Form413f.pdf?20230119.

XII. COMMUNICABLE DISEASE

Travelers are strongly encouraged to be fully vaccinated prior to any travel.

It is the responsibility of faculty/staff/students to consider the travel risk, especially at the destination before traveling. Travelers are encouraged to review the U.S. Department of State website for destination-specific and risk information to make informed international travel decisions.

Any travel-related expenses (i.e., hotels, meals and internet expenses) for quarantine and/or test while on university business travel will be considered a university business expense. Receipts will be required.

INDEX

I. Introduction 1

II. Definitions 1

III. General Specifications 5

IV. Requests for Reimbursement 7

V. Methods of Transportation 9
- A. Air 9
- B. Train 11
- C. Motor Vehicle 12
  - 1. University-owned Vehicles 13
  - 2. Privately-owned Vehicles 14
  - 3. Rented Motor Vehicles 16
- D. Public Ground Transportation 19
- E. To and From Common Carrier Terminals and Home or Office 20
- F. Watercraft 20

VI. Reimbursement for Lodging and Meals & Incidental Expenses (M&IE) 20
- A. Meals & Incidental Expenses 21
- B. Lodging 22
- C. Extended Stay 23
- D. Parking and Parking-related Expenses 23
- E. Exceptions 23

VII. Reimbursement for Other Expenses 24
- A. Communications Expense Relative to Official University Business 24
- B. Storage and Handling Equipment Charges 24
- C. Baggage Handling 24
- D. Luggage Charges from Airlines 25
- E. Registration Fees at Conferences/Conventions 25
- F. Laundry Services 25

VIII. International Travel 25

IX. Visitors to Campus 27

X. Special Meals 28

XI. Ethics Reporting 30

XII. Communicable Disease 31

UNIVERSITY TRAVEL RATES

Section V. A. 2. - Travel by Privately-Owned Aircraft

Mileage Rate	https://www.gsa.gov/travel/plan-book/transportation-airfare-pov-etc/privately-owned-vehicle-mileage-rates

Section V. C. 2. - Travel by Privately-Owned Vehicle

Mileage Rate	https://www.gsa.gov/travel/plan-book/transportation-airfare-pov-etc/privately-owned-vehicle-mileage-rates

Section VI. A. 1. - Single Day Meal Allowances

Reimbursements for single day travel must not exceed 75% of the M&IE rate for the travel destination. The GSA meal rates can be found at https://www.gsa.gov/travel/plan-book/per-diem-rates.

Section VI. A. 2. - Meals & Incidental Expenses Allowances

Areas	Breakfast	Lunch	Dinner	Incidentals	Total	First/Last Day
48 continental United States, including District of Columbia	https://www.gsa.gov/travel/plan-book/per-diem-rates					
Alaska, Hawaii, and U.S. Territories (Puerto Rico, U.S. Virgin Islands, American Samoa, Guam and Saipan)	$20	$34	$51	$5	$110	$82.50
International	https://aoprals.state.gov/web920/per_diem.asp					
Reimbursements for first and last day of travel must not exceed 75% of the M&IE rate for the travel destination.						

Section VI. B. 1. - Routine Lodging Allowances

Areas	Routine
48 continental United States, including District of Columbia	https://www.gsa.gov/travel/plan-book/per-diem-rates
Baton Rouge – Lod Cook only – **July 1, 2026 – September 30, 2026**	$126
Baton Rouge – Lod Cook only – **October 1, 2026 – June 30, 2027**	$129
Alaska, Hawaii, and U.S. Territories (Puerto Rico, U.S. Virgin Islands, American Samoa, Guam and Saipan)	$225
International	https://aoprals.state.gov/web920/per_diem.asp

Section V. D. - Public Ground Transportation

Airport Shuttle/Limousines and Taxis	Require a receipt & tips may not exceed 20% of the total charge.
Other forms of Public Ground Transportation	Limited to $10 per day without a receipt, claims in excess of $10 per day require a receipt (i.e., Buses, Subways, etc.).

Section VI. F. - Parking and Related Expenses

Baton Rouge Airport	$8.00 per day (receipts required) for parking in the indoor garage, as well as the outside parking lot at the airport.
New Orleans Airport	Surface Lot rate is $20 per day, Airline Economy Garage rate is $12 per day, or US Park at $16 per day. Receipts are required.
Other Parking	For each transaction over $5, a receipt is required. Other parking includes airport parking, except for the two airports listed above, ferry fares, and road and bridge tolls.

Section VII. - Reimbursement for Other Expenses

Communication Expenses for International Travel	Allowed up to $10 upon arrival at each destination and prior to departure from each destination within the first or last 24 hours of the trip.

UNIVERSITY TRAVEL RATES

Section X. B. 1. - Reimbursement Limits for Special Meals

Meal	Maximum Allowed
Breakfast	$18 per person
Lunch	$25 per person
Dinner	$45 per person
Refreshments	$5.50 per person
Receptions	$8 per person

Note: Tips must be reasonable and not more than 20%.

LOUISIANA STATE UNIVERSITY AND A&M COLLEGE APPROVAL AUTHORITY

Section III - Contract Travel Services

Reference	Description	Designated Title/Position/Role	Delegated Title/Position/Role
A.	Person authorized to grant exception approval for non-use of the contracted travel agency	Associate Vice Chancellor of Accounting Services/Controller	Sr. Director/Associate Director AP & Travel

Section V - Method of Transportation

Reference	Description	Designated Title/Position/Role	Delegated Title/Position/Role
A.3.	Person authorized to grant exception approval for non-use of the contracted travel agency	Associate Vice Chancellor of Accounting Services/Controller	Sr. Director/Associate Director AP & Travel
A.3 b.	Person authorized to grant exception approval to allow the cost for changes or cancellations of traveler's airfare	Associate Vice Chancellor of Accounting Services/Controller	Sr. Director/Associate Director AP & Travel
C.2.i.	Person authorized to approve a lump sum allowance for transportation or reimbursement of transportation (mileage) when a traveler is required to regularly use his/her privately-owned vehicle for university business	Associate Vice President of Human Resource Management	N/A

Section VI - Reimbursement of Lodging and Meals

Reference	Description	Designated Title/Position/Role	Delegated Title/Position/Role
A.1.	Person authorized to approve travel greater than 30 days	Associate Vice Chancellor of Accounting Services/Controller	Sr. Director/Associate Director AP & Travel
E.	Person authorized to approve extended stay travel allowances justified by the circumstances affecting the travel	Associate Vice Chancellor of Accounting Services/Controller	Sr. Director/Associate Director AP & Travel

Section VIII - International Travel

Reference	Description	Designated Title/Position/Role	Delegated Title/Position/Role
	Person authorized to approve travel to High Risk Regions and to Foreign Adversary Countries	Provost	Vice Provost
	Person authorized to approve travel for Research Compliance	Director, Research Compliance & Integrity	N/A
	Person authorized to approve for LSU A&M travel outside the 50 United States and U.S. Territories (Entity Head designee)	Director, Global Travel, Safety & Security	N/A
	Person authorized to approve for Athletics travel outside the 50 United States and U.S. Territories (Entity Head designee)	Deputy Athletic Director and Chief Legal Officer	N/A
	Person authorized to approve for LSU System travel outside the 50 United States and U.S. Territories	President	N/A

LOUISIANA STATE UNIVERSITY AT ALEXANDRIA APPROVAL AUTHORITY

Section III - Contract Travel Services

Reference	Description	Designated Title/Position/Role	Delegated Title/Position/Role
A.	Person authorized to grant exception approval for non-use of the contracted travel agency	Executive Vice Chancellor for Administration	N/A

Section V - Method of Transportation

Reference	Description	Designated Title/Position/Role	Delegated Title/Position/Role
A.3.	Person authorized to grant exception approval for non-use of the contracted travel agency	Executive Vice Chancellor for Administration	N/A
A.3 b.	Person authorized to grant exception approval to allow the cost for changes or cancellations of traveler's airfare	Executive Vice Chancellor for Administration	N/A
C.2.i.	Person authorized to approve a lump sum allowance for transportation or reimbursement of transportation (mileage) when a traveler is required to regularly use his/her privately-owned vehicle for university business	Executive Vice Chancellor for Administration	N/A

Section VI - Reimbursement of Lodging and Meals

Reference	Description	Designated Title/Position/Role	Delegated Title/Position/Role
A.1.	Person authorized to approve travel greater than 30 days	Chancellor	Executive Vice Chancellor for Administration
E.	Person authorized to approve extended stay travel allowances justified by the circumstances affecting the travel	Executive Vice Chancellor for Administration	N/A

Section VIII - International Travel

Reference	Description	Designated Title/Position/Role	Delegated Title/Position/Role
	Person authorized to approve travel to High Risk Regions and to Foreign Adversary Countries	Chancellor	Executive Vice Chancellor for Administration
	Person authorized to approve travel for Research Compliance	Assistant Vice Provost for Academic Affairs	N/A
	Person authorized to approve travel outside the 50 United States and U.S. Territories (Entity Head designee)	Chancellor	N/A

LOUISIANA STATE UNIVERSITY AT EUNICE APPROVAL AUTHORITY

Section III - Contract Travel Services

Reference	Description	Designated Title/Position/Role	Delegated Title/Position/Role
A.	Person authorized to grant exception approval for non-use of the contracted travel agency	Chancellor	N/A

Section V - Method of Transportation

Reference	Description	Designated Title/Position/Role	Delegated Title/Position/Role
A.3.	Person authorized to grant exception approval for non-use of the contracted travel agency	Chancellor	Vice Chancellor for Business Affairs
A.3 b.	Person authorized to grant exception approval to allow the cost for changes or cancellations of traveler's airfare	Chancellor	Vice Chancellor for Business Affairs
C.2.i.	Person authorized to approve a lump sum allowance for transportation or reimbursement of transportation (mileage) when a traveler is required to regularly use his/her privately-owned vehicle for university business	Chancellor	Vice Chancellor for Business Affairs

Section VI - Reimbursement of Lodging and Meals

Reference	Description	Designated Title/Position/Role	Delegated Title/Position/Role
A.1.	Person authorized to approve travel greater than 30 days	Chancellor	Vice Chancellor for Business Affairs
E.	Person authorized to approve extended stay travel allowances justified by the circumstances affecting the travel	Chancellor	Vice Chancellor for Business Affairs

Section VIII - International Travel

Reference	Description	Designated Title/Position/Role	Delegated Title/Position/Role
	Person authorized to approve travel to High Risk Regions and to Foreign Adversary Countries	Chancellor	Vice Chancellor for Business Affairs
	Person authorized to approve travel for Research Compliance	Vice Chancellor for Business Affairs	N/A
	Person authorized to approve travel outside the 50 United States and U.S. Territories (Entity Head designee)	Chancellor	N/A

LOUISIANA STATE UNIVERSITY IN SHREVEPORT APPROVAL AUTHORITY

Section III - Contract Travel Services

Reference	Description	Designated Title/Position/Role	Delegated Title/Position/Role
A.	Person authorized to grant exception approval for non-use of the contracted travel agency	Vice Chancellor for Finance and Administration	Associate Vice Chancellor for Finance

Section V - Method of Transportation

Reference	Description	Designated Title/Position/Role	Delegated Title/Position/Role
A.3.	Person authorized to grant exception approval for non-use of the contracted travel agency	Vice Chancellor for Finance and Administration	Associate Vice Chancellor for Finance
A.3 b.	Person authorized to grant exception approval to allow the cost for changes or cancellations of traveler's airfare	Vice Chancellor for Finance and Administration	Associate Vice Chancellor for Finance
C.2.i.	Person authorized to approve a lump sum allowance for transportation or reimbursement of transportation (mileage) when a traveler is required to regularly use his/her privately-owned vehicle for university business	Vice Chancellor for Finance and Administration	Associate Vice Chancellor for Finance

Section VI - Reimbursement of Lodging and Meals

Reference	Description	Designated Title/Position/Role	Delegated Title/Position/Role
A.1.	Person authorized to approve travel greater than 30 days	Chancellor	Provost
E.	Person authorized to approve extended stay travel allowances justified by the circumstances affecting the travel	Vice Chancellor for Finance and Administration	Associate Vice Chancellor for Finance

Section VIII - International Travel

Reference	Description	Designated Title/Position/Role	Delegated Title/Position/Role
	Person authorized to approve travel to High Risk Regions and to Foreign Adversary Countries	Chancellor	Provost
	Person authorized to approve travel for Research Compliance	Associate Vice Chancellor for Sponsored Programs	N/A
	Person authorized to approve travel outside the 50 United States and U.S. Territories (Entity Head designee)	Provost & Vice Chancellor for Academic Affairs	N/A

LOUISIANA STATE UNIVERSITY AGRICULTURAL CENTER APPROVAL AUTHORITY

Section III - Contract Travel Services

Reference	Description	Designated Title/Position/Role	Delegated Title/Position/Role
A.	Person authorized to grant exception approval for non-use of the contracted travel agency	Senior Vice Chancellor	Director of Accounting Services

Section V - Method of Transportation

Reference	Description	Designated Title/Position/Role	Delegated Title/Position/Role
A.3.	Person authorized to grant exception approval for non-use of the contracted travel agency	Senior Vice Chancellor	Director of Accounting Services
A.3 b.	Person authorized to grant exception approval to allow the cost for changes or cancellations of traveler's airfare	Senior Vice Chancellor	Director of Accounting Services
C.2.i.	Person authorized to approve a lump sum allowance for transportation or reimbursement of transportation (mileage) when a traveler is required to regularly use his/her privately-owned vehicle for university business	Senior Vice Chancellor	N/A

Section VI - Reimbursement of Lodging and Meals

Reference	Description	Designated Title/Position/Role	Delegated Title/Position/Role
A.1.	Person authorized to approve travel greater than 30 days	Senior Vice Chancellor	Executive Associate Vice Chancellor
E.	Person authorized to approve extended stay travel allowances justified by the circumstances affecting the travel	Senior Vice Chancellor	Executive Associate Vice Chancellor

Section VIII - International Travel

Reference	Description	Designated Title/Position/Role	Delegated Title/Position/Role
	Person authorized to approve all international travel, including travel to High Risk Regions and Foreign Adversary Countries	Senior Vice Chancellor	Director of Accounting Services & Executive Associate Vice President
	Person authorized to approve travel for Research Compliance	Associate Vice Chancellor for Strategic Initiatives	N/A
	Person authorized to approve travel outside the 50 United States and U.S. Territories (Entity Head designee)	Executive Associate Vice Chancellor	N/A

Section X - Special Meals

Reference	Description	Designated Title/Position/Role	Delegated Title/Position/Role
B.3.	Person authorized to approve Special Meal Requests	Senior Vice Chancellor	Director of Accounting Services

PENNINGTON BIOMEDICAL RESEARCH CENTER APPROVAL AUTHORITY

Section III - Contract Travel Services

Reference	Description	Designated Title/Position/Role	Delegated Title/Position/Role
A.	Person authorized to grant exception approval for non-use of the contracted travel agency	Associate Executive Director for Operations and CFO	Director of Fiscal Operations

Section V - Method of Transportation

Reference	Description	Designated Title/Position/Role	Delegated Title/Position/Role
A.3.	Person authorized to grant exception approval for non-use of the contracted travel agency	Associate Executive Director for Operations and CFO	Director of Fiscal Operations
A.3 b.	Person authorized to grant exception approval to allow the cost for changes or cancellations of traveler's airfare	Associate Executive Director for Operations and CFO	Director of Fiscal Operations
C.2.i.	Person authorized to approve a lump sum allowance for transportation or reimbursement of transportation (mileage) when a traveler is required to regularly use his/her privately-owned vehicle for university business	Associate Executive Director for Operations and CFO	Director of Fiscal Operations

Section VI - Reimbursement of Lodging and Meals

Reference	Description	Designated Title/Position/Role	Delegated Title/Position/Role
A.1.	Person authorized to approve travel greater than 30 days	Associate Executive Director for Operations and CFO	Director of Fiscal Operations
E.	Person authorized to approve extended stay travel allowances justified by the circumstances affecting the travel	Associate Executive Director for Operations and CFO	Director of Fiscal Operations

Section VIII - International Travel

Reference	Description	Designated Title/Position/Role	Delegated Title/Position/Role
	Person authorized to approve travel to High Risk Regions and to Foreign Adversary Countries	Executive Director	Associate Executive Director for Operations and CFO
	Person authorized to approve travel for Research Compliance	Director, Legal and Regulatory Compliance	N/A
	Person authorized to approve travel outside the 50 United States and U.S. Territories (Entity Head designee)	Interim Senior Vice Chancellor & Executive Director	N/A

LOUISIANA STATE UNIVERSITY HEALTH SCIENCES CENTER - NEW ORLEANS APPROVAL AUTHORITY

Section III - Contract Travel Services

Reference	Description	Designated Title/Position/Role	Delegated Title/Position/Role
A.	Person authorized to grant exception approval for non-use of the contracted travel agency	Executive Director Accounting Services	Director of Payable Services

Section V - Method of Transportation

Reference	Description	Designated Title/Position/Role	Delegated Title/Position/Role
A.3.	Person authorized to grant exception approval for non-use of the contracted travel agency	Executive Director Accounting Services	Director of Payable Services
A.3 b.	Person authorized to grant exception approval to allow the cost for changes or cancellations of traveler's airfare	Executive Director Accounting Services	Department/Unit Head
C.2.i.	Person authorized to approve a lump sum allowance for transportation or reimbursement of transportation (mileage) when a traveler is required to regularly use his/her privately-owned vehicle for university business	Vice Chancellor of Administration and Finance	N/A

Section VI - Reimbursement of Lodging and Meals

Reference	Description	Designated Title/Position/Role	Delegated Title/Position/Role
A.1.	Person authorized to approve travel greater than 30 days	Executive Director Accounting Services	N/A
E.	Person authorized to approve extended stay travel allowances justified by the circumstances affecting the travel	Executive Director Accounting Services	N/A

Section VIII - International Travel

Reference	Description	Designated Title/Position/Role	Delegated Title/Position/Role
	Person authorized to approve travel to High Risk Regions and to Foreign Adversary Countries	Senior Vice Chancellor	Vice Chancellor of Administration and Finance
	Person authorized to approve travel for Research Compliance	Vice Chancellor for Academic Affairs	N/A
	Person authorized to approve travel outside the 50 United States and U.S. Territories (Entity Head designee)	Vice Chancellor of Administration and Finance	N/A

LOUISIANA STATE UNIVERSITY HEALTH SCIENCES CENTER - SHREVEPORT APPROVAL AUTHORITY

Section III - Contract Travel Services

Reference	Description	Designated Title/Position/Role	Delegated Title/Position/Role
A.	Person authorized to grant exception approval for non-use of the contracted travel agency	Chief Financial Officer	Chief Business Officer

Section V - Method of Transportation

Reference	Description	Designated Title/Position/Role	Delegated Title/Position/Role
A.3.	Person authorized to grant exception approval for non-use of the contracted travel agency	Chief Financial Officer	Chief Business Officer
A.3 b.	Person authorized to grant exception approval to allow the cost for changes or cancellations of traveler's airfare	Chief Financial Officer	Chief Business Officer
C.2.i.	Person authorized to approve a lump sum allowance for transportation or reimbursement of transportation (mileage) when a traveler is required to regularly use his/her privately-owned vehicle for university business	Chief Financial Officer	Chief Business Officer

Section VI - Reimbursement of Lodging and Meals

Reference	Description	Designated Title/Position/Role	Delegated Title/Position/Role
A.1.	Person authorized to approve travel greater than 30 days	Chief Financial Officer	Chief Business Officer
E.	Person authorized to approve extended stay travel allowances justified by the circumstances affecting the travel	Chief Financial Officer	Chief Business Officer

Section VIII - International Travel

Reference	Description	Designated Title/Position/Role	Delegated Title/Position/Role
	Person authorized to approve travel to High Risk Regions and to Foreign Adversary Countries	Senior Vice Chancellor	Chief Financial Officer and/or Chief Business Officer
	Person authorized to approve travel for Research Compliance	Assistant Vice Chancellor for Research	N/A
	Person authorized to approve travel outside the 50 United States and U.S. Territories (Entity Head designee)	Senior Vice Chancellor	N/A

THE HEALTH CARE SERVICES DIVISION APPROVAL AUTHORITY

Section III - Contract Travel Services

Reference	Description	Designated Title/Position/Role	Delegated Title/Position/Role
A.	Person authorized to grant exception approval for non-use of the contracted travel agency	HCSD CEO	Lallie Kemp CEO

Section V - Method of Transportation

Reference	Description	Designated Title/Position/Role	Delegated Title/Position/Role
A.3.	Person authorized to grant exception approval for non-use of the contracted travel agency	HCSD CEO	Lallie Kemp CEO
A.3 b.	Person authorized to grant exception approval to allow the cost for changes or cancellations of traveler's airfare	HCSD CEO	Lallie Kemp CEO
C.2.i.	Person authorized to approve a lump sum allowance for transportation or reimbursement of transportation (mileage) when a traveler is required to regularly use his/her privately-owned vehicle for university business	HCSD CEO	Lallie Kemp CEO

Section VI - Reimbursement of Lodging and Meals

Reference	Description	Designated Title/Position/Role	Delegated Title/Position/Role
A.1.	Person authorized to approve travel greater than 30 days	HCSD CEO	Lallie Kemp CEO
E.	Person authorized to approve extended stay travel allowances justified by the circumstances affecting the travel	HCSD CEO	Lallie Kemp CEO

Section VIII - International Travel

Reference	Description	Designated Title/Position/Role	Delegated Title/Position/Role
	Person authorized to approve travel to High Risk Regions and to Foreign Adversary Countries	HCSD CEO	N/A
	Person authorized to approve travel for Research Compliance	Compliance Director and Privacy Officer	N/A
	Person authorized to approve travel outside the 50 United States and U.S. Territories (Entity Head designee)	HCSD CEO	N/A