



The Campus Traveler

October, 2017

Welcome to the new department newsletter devoted to keeping our traveling faculty current on the latest LSU traveling news. This issue will cover where travelers can locate valuable travel information, various reimbursement forms and rules regarding driving a university vehicle.

Finding it

While I place links to various current forms and information on our Faculty/Staff resources page, you can also find comprehensive latest and most current information on the [LSU Accounts Payable & Travel](#) website. More specifically, you can visit their [dedicated travel web page](#) for all matters related to travel including the Baton Rouge airport parking certificate that allows travelers to park at State of Louisiana contracted rates. You might want to think about printing the certificate to place in your car's glovebox.

You can also find information about the Corporate Advantage program that allows travelers to pay discounted parking rates at the New Orleans airport. Travelers can also use this page to see the latest information regarding worldwide travel alerts and the latest information about TSA policy changes regarding passports.

Did you know that the State of Louisiana Department of Revenue has a form on this site that travelers can use to claim exemption from State sales tax on car rentals, hotel rooms, and parking fees for *in state travel*? It's form R-1392 found on the dedicated travel web page. I encourage all of you to take some time to visit this page so you can see everything Accounts Payable & Travel has provided.

Travel Insurance

The [LSU Office of Risk Management](#) manages travel insurance information, assistance, and insurance enrollment. Those who travel overseas and to high risk countries are required to [register the trip](#) with this office. They have a comprehensive website that provides everything a traveler needs regarding travel insurance and assistance.

Driving a car while on LSU Business

Faculty who need to drive an LSU van or other university vehicle (even a golf cart) must pass the [on-line safe driver course](#) managed by the LSU Risk Management Office of Environmental Health & Safety. The College of Humanities & Social Sciences owns a van that can be used to do things like pick up visitors at the airport, etc. but the driver must present the safe driver course certificate of completion in order to drive the van. Drivers of university vehicles must renew their training certificate every three years by re-taking the on-line class.

Contact Jeannie if you have questions. This newsletter will be posted on the department faculty/staff resources page if you need to reference the information.



Have a safe trip!