

## University Travel

The purpose of this brochure is to provide a general overview of PM-13, University Travel Regulations, and to educate employees who travel on university business. Employees are encouraged to visit the Accounting Services website at <https://www.lsu.edu/administration/ofa/oas/>, click Department then click Accounts Payable (AP) & Travel, Travel, Policies and Procedures to obtain the most current version of PM-13 to review the complete set of travel rules and regulations as well as any other forms or policies related to travel. Failure to comply with regulations can result in non-reimbursement of travel expenses.

University policies mandate that all airfare is purchased through the state-contracted travel agency, **Christopherson Business Travel**. Lowest logical fares must be purchased from the state-contracted travel agency unless approval has been granted **prior to travel** to purchase the airfare from an alternate agency, resulting in a 10% cost savings amounting to at least \$100, not including the service fee. Requests for an exception to use an alternate travel agency or to purchase airfare from a web vendor should be sent to the person who has been delegated this authority on your campus (see PM-13, Appendix B) for consideration prior to purchasing any airfare. All pertinent documentation should be attached to the request. A written response via e-mail granting or denying the exception request will be provided.

Lowest logical fares are penalty tickets that can have restrictions and charge penalty fees for changes or cancellations. If the traveler's schedule changes resulting in a penalty and additional cost to change the ticket, the University will reimburse the penalty incurred when the change or cancellation is required by the University or due to other unavoidable situations approved by the person who has been delegated this authority on your campus (see PM-13, Appendix B). Certification of the requirement for the change or cancellation by the traveler's Department Head/supervisor is required on the travel expense reimbursement request.

International airfares available from other sources may be less expensive than fares available from the state-contracted travel agency. Once an employee has been granted approval to travel internationally, the employee is free to either: 1. Book airfare through the state-contracted travel agency; or 2. If an employee seeks and finds a lower fare available from a source other than the state-contracted travel agency, the employee must obtain from the outside source a copy of the proposed itinerary and the complete cost. This information must be provided to the state-contracted travel agency for review. The agency will determine if the airfare can be matched or beat and, within 24 hours, a response will be provided to the traveler and Associate Director, LaCarte & Travel. If the fare can be matched or beat, the ticket must be purchased from the state-contracted travel agency and an exception request will not be approved. If the travel agency cannot match the price, the travel agency will indicate via e-mail that the itinerary cannot be matched. This approval must be attached to the Travel Expense 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 must be attached to the reimbursement/payment request).

Employees must use caution when purchasing tickets from sources other than the state-contracted travel agency, particularly restricted fares, many of which cannot be changed. The state-contracted travel agency will not be available to help with changes, cancellations, or other needs when a ticket has not been purchased through their office. It will be the responsibility of the employee to ensure the ticket meets their needs and to make changes, cancellations, etc. after the ticket is purchased. Any fees associated with changes or cancellations are also the responsibility of the employee.

### LaCarte Card Program

Employees who travel on university business are encouraged to participate in the LaCarte Card Program since the program allows for payment of business travel expenses. However, meals and personal incidental expenses are not allowed on LaCarte. The single purchase limit for travel is \$5,000 (monthly limit of \$40,000). When LaCarte is used for payment of business travel expenses, all original itemized receipts must be submitted. Meal per diem will be reimbursed upon completion of the trip once the traveler submits the Expense Report. For information regarding enrollment in the LaCarte Card Program, please contact Accounts Payable at 578-1550.

### Christopherson Business Travel

Christopherson Business Travel (CBT) is the contracted travel agency. The contact information for CBT is as follows:

Phone: 800-961-0720

Email: [StateLUniv@CBTravel.com](mailto:StateLUniv@CBTravel.com)

Online support phone: 888-535-0179

Email: [OnlineSupport@CBTravel.com](mailto:OnlineSupport@CBTravel.com)

### Summary of pertinent information:

1. Christopherson Business Travel's normal business hours are 7 am to 7 pm CST Monday - Friday. Online Support normal hours of operation are 8 am to 7 pm CST Monday - Friday.
2. The agent-assisted transaction fee is \$24.00 for Domestic and \$31 for International.
3. Christopherson Business Travel should be used for university business travel only.
4. Any calls made between 7pm and 7am CST will roll over to the After-Hours Service Provider. After-hours services should be limited to true emergencies. Airfare bookings should be made during normal business hours.

All employees are encouraged to use the **CBT Concur Online Booking System** for travel bookings. The system link is located on myLSU under Travel Resources. As employees log into myLSU and click the link, the AirPortal's Header Screen will be displayed with the employee's name listed in the upper right-hand corner. For bookings, employees must click "Book Travel/Manage Online Trips," located on the left-hand side of the screen, to be taken into the Concur system. The online booking fee is \$7.00. An HR integration was created to provide Christopherson with basic demographic information for active LSU employees, including employed graduate students, to create profiles. Profiles will be created in the CBT Concur Online Booking System as employee HR records are approved and in an active status.

## Travel Reimbursement Rates

**Meals & Incidental Expense (M&IE) and Lodging:** No receipts required for Per Diem Meals and incidental expenses. Itemized receipts are required for lodging. Any meals included in the registration fee for a conference/convention must be excluded from the daily meal allowance. See **Meals & Incidental Expense (M&IE) and Routine Lodging Reimbursement Schedules** on the back of this brochure for reimbursement rates.

### Eligibility for Reimbursement of Meals & Incidental Expense (M&IE) and Lodging:

- A. Single Day Travel - Meals are not eligible for reimbursement on single day travel. However, the Department Head/designee will be allowed to authorize single day meal reimbursements on a case-by-case basis. Any such reimbursements must be considered taxable income to the employee. The traveler must be in a travel status for a minimum of 12 hours but less than 24 hours (no overnight stay). The maximum allowance for meal reimbursement for single day travel is 75% of the M&IE rate for the travel destination.
- B. Incidental Expenses include:
  - Domestic – tips for valet, porters, baggage carriers, hotel staff, and complimentary shuttle services
  - International – laundry/dry cleaning services and tips for valet, porters, baggage carriers, hotel staff, complimentary shuttle services
- C. Alcohol – Reimbursement for alcohol is prohibited.

Travelers may be reimbursed for **conference lodging** at actual rates in accordance with PM-13. Travelers must provide documentation designating the official conference hotel and nightly rate.

### Hotel State Sales Tax Exemption

Employees are encouraged to seek hotel sales tax exemption by use of the **R-1376 "Governmental Employees Hotel Lodging Sales/Use Tax" exemption form** located on the AP & Travel website at <http://www.lsu.edu/administration/ofa/oas/acctpay/> when traveling in-state on official university business.

For all hotel lodging, including AirBnB, only the first night's lodging can be prepaid to secure the reservation. Lodging should not be prepaid in total; payment should be made at checkout.

### Mileage

Mileage is based on the General Services Administration (GSA) mileage rate found at: <https://www.gsa.gov/travel/plan-book/transportation-airfare-pov-etc/private-owned-vehicle-mileage-rates>. Documentation required is a web-site mileage calculator or beginning and ending odometer reading. Trip odometer reading is not acceptable documentation.

### In-State Vehicle Rentals

The State has contracted with Enterprise, National & Hertz for all in-state vehicle rentals. Usage of the contract is mandatory for university employees. It is the traveler's discretion which rental company is utilized. Please see the AP & Travel website for **FY23 Rental Vehicle Rates** and the **Vendor's Reservation Links**. For Enterprise and National reservations, employees should select their respective campus when making reservations. Only the rental of a compact or intermediate model is reimbursable unless non-availability is documented, or the vehicle is used to transport more than two individuals. It is the Refer to PM-13 for more information on rates and to determine the insurance coverage that is reimbursable.

### Out-of-State Vehicle Rentals

The State has contracted rental vehicles for out-of-state travel, excluding international travel, utilizing the State of Louisiana's Out-of-State Contracts, which use is mandatory for university employees. The participating vendors include Enterprise, National and Hertz. It is the traveler's discretion which rental company is utilized. All University employees are required to use these contracts due to exceptional pricing which includes CDW / (Collision Damage Waiver) and one-million-dollar (\$1 million) liability insurance. All nonemployee students, University guests, and contractors are encouraged to utilize the out-of-state contracts which include one-million-dollar (\$1 million) liability insurance. However, if the out-of-state contracts are not used by non-employee students, University guests, and contractors are encouraged to purchase insurance when they are renting a vehicle. See **Out-of-State Contract Vehicle Rental Rates** on the Accounts Payable and Travel website. The corporate account number will be required to obtain the State of Louisiana contract rate.

### Receipt Requirements

Itemized receipts are required for all travel expenses **except** for the following:

1. Buses, subway and streetcar/trolley fares \$10 or less daily.
2. Non-local parking, fares and tolls \$5 or less per transaction.
3. Meal Per Diem within State-allowed rates.

### Luggage Charges

Luggage charges from airlines may be reimbursed, with a receipt, for the 1<sup>st</sup> checked bag for a business trip of 5 days or less and for a 2<sup>nd</sup> bag for a 6–10-day business trip and/or additional baggage which is business related and required by the department. The traveler must present a receipt to substantiate the luggage charges. Travelers will be reimbursed for excess baggage charges (overweight baggage) only in the following circumstances:

1. When traveling with heavy or bulky materials or equipment necessary for business.
2. The excess baggage consists of organization records or property.

### Parking

1. B.R. airport parking is \$4.50/day, receipt required. Parking Certificate and University ID required.
2. Options for the New Orleans airport parking are Surface Lot \$18/day, Airline Economy Garage \$12/day or US Park's lot \$14/day, receipt required.
3. Other parking (not listed above), ferry fares, & road/bridge tolls for each transaction over \$5.00 a receipt is required.

### Prior Written Approval Requirements

Prior written approvals are required for certain travel expenses, please refer to PM-13, University Travel Regulations, as well as Appendix B for the specific approval authority.

Before any travel arrangements are made or paid, travelers are required to obtain the prior approvals using the appropriate travel/Spend Authorization in Workday or travelers may be at risk of not being reimbursed.

### Meals & Incidental (M&IE) and Routine Lodging Reimbursement Schedule

Meals Area	B	L	D	IE	Total	1st/Last Day
48 Continental United States, including District of Columbia	GSA Rate					
Alaska, Hawaii, & U.S. Territories (Puerto Rico, U.S. Virgin Islands, American Samoa, Guam, and Saipan)	17	18	34	5	74	55.50
International	U. S. Department. of State					
Reimbursements for 1 <sup>st</sup> & last day of travel must not exceed 75%						

### Routine Lodging Reimbursement Schedule

Lodging Area	Routine
48 Continental United States, including District of Columbia	GSA Rate
Baton Rouge – Lod Cook only	116
Alaska, Hawaii, & U.S. Territories (Puerto Rico, U.S. Virgin Islands, American Samoa, Guam, and Saipan)	175
International Cities	U. S. Department of State

### GSA (General Services Administration):

- **Lodging, Meals & Incidental Expenses (M&IE)**  
<https://www.gsa.gov/travel/plan-book/per-diem-rates>

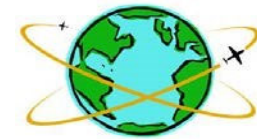
### U. S. Department of State:

- **Lodging, Meals & Incidental Expenses (M&IE)**  
[https://aoprals.state.gov/web920/per\\_diem.asp](https://aoprals.state.gov/web920/per_diem.asp)
- **Breakdown of Daily Meal Rates**  
[https://aoprals.state.gov/content.asp?content\\_id=114&menu\\_id=75](https://aoprals.state.gov/content.asp?content_id=114&menu_id=75)

NOTE: The above listed links are also available on the Accounts Payable and Travel website.



## FY 23-24 Travel Orientation Brochure



*This brochure provides a general overview of LSU's travel rules and regulations. Refer to PM-13, University Travel Regulations, for the complete set of travel rules and regulations.*

### Office of Accounting Services Accounts Payable & Travel

Thomas Boyd Hall  
Baton Rouge, LA 70803-2901  
Phone (225) 578-1550 Fax  
(225) 578-2052

State-contracted Travel Agency

### Christopherson Business Travel

Toll Free (800) 961-0720  
E-mail: [StateLAUniv@CBTravel.com](mailto:StateLAUniv@CBTravel.com)

24-hr Emergency Service  
(800) 961-0720  
(After 7 pm and on weekends)