



LOUISIANA STATE UNIVERSITY

## FY 15-16 LSU Pocket Travel Guide

*The LSU Pocket Travel Guide is intended to be a "quick reference" for reimbursement rates to aid travelers while in travel status. Refer to PM-13, University Travel Regulations, for the complete set of travel rules and regulations.*

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(after 5pm and on weekends)

**Per Diem Meals & Lodging:** No receipts required for Per Diem Meals. Receipts are required for lodging approved at U.S. Department of State rates. Any meals included in the registration fee for a conference/convention must be excluded from the daily meal allowance. See the Reimbursement Schedules on the back of this guide for meals & lodging reimbursement rates.

**Eligibility for Reimbursement of Meals & Lodging:**

- A. Single Day Travel – Meals are not eligible for reimbursement on single day travel. However, the department head/designee will be allowed to authorize single day meal reimbursements on a case-by-case basis. Any such reimbursements must be considered taxable income to the employee. The traveler must be in a travel status for a minimum of 12 hours. The maximum allowance for meal reimbursement for single day travel will be \$42.
  1. Breakfast & Lunch: \$22 – Travel must begin at/or before 6 a.m.
  2. Lunch: \$13
  3. Lunch & Dinner: \$42 – Travel must end at/or after 8 p.m.
- B. Travel with Overnight Stay
  1. Breakfast: When travel begins at/or before 6 a.m. on the 1<sup>st</sup> day of travel and extends to/or beyond 9 a.m. on the last day of travel, and for any intervening days.
  2. Lunch: When travel begins at/or before 10 a.m. on the 1<sup>st</sup> day of travel and extends to/or beyond 2 p.m. on the last day of travel, and for any intervening days.
  3. Dinner: When travel begins at/or before 4 p.m. on the 1<sup>st</sup> day of travel and extends to/or beyond 8 p.m. on the last day of travel, and for any intervening days.
- C. Alcohol – Reimbursement for alcohol is prohibited.

**Conference Lodging:** Travelers may be reimbursed for conference lodging at actual rates with Department Head approval. Travelers must provide documentation designating the official conference hotel and the nightly rate.

**Receipt Requirements:** Original itemized receipts are required for all travel expenses except for the following:

1. Buses, subway and street car/trolley fares \$15 or less daily;
2. Non-local parking, fares and tolls \$5 or less per transaction. B.R. airport parking is limited to \$3.50/day (or up to \$5/day with a receipt) and N.O. airport parking at Park N' Fly is limited to \$7/day or \$42/week (or up to \$7/day with receipt if parking at another facility);
3. Tips for baggage handling up to \$3 upon each hotel check-in/check-out and airport outbound/inbound departure trip;
4. Meal Per Diem within State-allowed rates.

**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. 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.

**Mileage rate** is currently \$0.51 per mile. Refer to PM-13 for mileage reimbursement information.

**MEALS REIMBURSEMENT SCHEDULE**

<b>TIER</b>	<b>MEALS AREA</b>	<b>Breakfast</b>	<b>Lunch</b>	<b>Dinner</b>	<b>TOTAL</b>
<b>I</b>	In-state cities, with the exception of New Orleans	9	13	29	51
<b>II</b>	New Orleans and out-of-state cities, with the exception of the cities listed in Tiers III & IV	10	16	30	56
<b>III</b>	Atlanta, Austin, Cleveland, Dallas/Fort Worth, Denver, Ft. Lauderdale, Hartford, Houston, Kansas City, MO, Los Angeles, Miami, Minneapolis/St. Paul, Nashville, Oakland, Orlando, Philadelphia, Phoenix, Pittsburgh, Portland, OR, Sacramento, San Antonio, San Diego, Sedona, St. Louis, Wilmington, DE, Puerto Rico, U.S. Virgin Islands, all of Alaska and Hawaii, American Samoa, Guam and Saipan.	12	17	32	61
<b>IV</b>	Alexandria & Arlington, VA, Baltimore, Boston, Chicago, New York City, San Francisco, Seattle, Washington, DC, and international cities	13	19	36	68

**ROUTINE LODGING REIMBURSEMENT SCHEDULE**

<b>TIER</b>	<b>LODGING AREA</b>	<b>Routine</b>
<b>I</b>	In-state cities (except as listed)	83
	Alexandria, Leesville, Natchitoches	86
	Baton Rouge – EBR	94
	Covington/Slidell - St. Tammany	90
	Lafayette	83
	Lake Charles – Calcasieu	83
<b>II</b>	New Orleans - Orleans, St. Bernard, Jefferson and Plaquemines parishes (July – Sept)	107
	New Orleans - Orleans, St. Bernard, Jefferson and Plaquemines parishes (Oct – Dec)	154
	New Orleans – Orleans, St. Bernard, Jefferson and Plaquemines parishes (Jan – June)	151
	Out-of-state (except cities listed in Tiers III & IV)	91
<b>III</b>	Atlanta, Austin, Cleveland, Dallas/Fort Worth, Denver, Ft. Lauderdale, Hartford, Houston, Kansas City, MO, Los Angeles, Miami, Minneapolis/St. Paul, Nashville, Oakland, CA, Orlando, Philadelphia, Phoenix, Pittsburgh, Portland, OR, Sacramento, San Antonio, San Diego, Sedona, St. Louis, Wilmington, DE, Puerto Rico, Virgin Islands, all of Alaska and Hawaii, American Samoa, Guam and Saipan	126
<b>IV</b>	Baltimore, San Francisco, Seattle, Chicago, Boston	175
	International Cities	200
	Alexandria & Arlington, VA, New York City, Washington DC	225