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 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, Short’s Travel Management. 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.

Short’s Travel Management

The online self-booking reservation system, Short’s Travel Online (STO), can be found at http://www.lsu.edu/administration/ofa/oas/acctpay/index.php. Information regarding the online system is available on the Accounts Payable & Travel website under Short’s Travel Management. To login to the system, users should enter the following information:

- Username: Employee’s myLSU ID
- Password: L$utgers1

Upon initial login, the system will prompt the user to create a new password. The system is “access driven” and only employees with a profile created will have access to Short’s Travel Online. All new employees and employees unable to login to the system should contact Arianna Elwell at acreech@lsu.edu to set up a profile.

Summary of pertinent information:
1. Short’s Travel Management’s normal business hours are 8 am to 5 pm CST Monday - Friday.
2. The agent-assisted transaction fee is $19.50 for Domestic and $35 for International; online booking fee is $2.
3. Short’s Travel Online (STO) should be used for University business travel only.
4. A 24-hour Emergency Travel Service at (888) 846-6810 is available 24 hours/7 days a week. The 24-hour service is designed to support travelers in the event of a “true emergency”. There is $21 per call transaction fee for use of the after hours service. The fee will be reimbursable only if the service was used for a “true emergency”. In the event the 24-hour service is used for any non-emergency transactions, the transaction fee will not be reimbursed.

Employees who travel on University business are strongly encouraged to use Short’s Travel Online (STO) when making airfare reservations. Payment options for Short’s Travel are LaCarte or a personal credit card.

Travel Reimbursement Rates

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

Eligibility for Reimbursement of Meals & Lodging:
A. Single Day Travel - Meals are not eligible for reimbursement on single day travel. However, the Department Head/designee will be allowed to authorize single day meal reimbursements on a case-by-case basis. Any such reimbursements must be considered taxable income to the employee. The traveler must be in a travel status for a minimum of 12 hours.

The maximum allowance for meal reimbursement for single day travel is $42.
1. Breakfast & Lunch: $22 - Travel must begin at/or before 6 am
2. Lunch: $13
3. Lunch & Dinner: $42 - Travel must end at/or after 8 pm

B. Travel with Overnight Stay
1. Breakfast (B) - When travel begins at/or before 6 am on the 1st day of travel and extends to/or beyond 9 am on the last day of travel, and for any intervening days.
2. Lunch (L) - When travel begins at/or before 10 am on the 1st day of travel and extends to/or beyond 2 pm on the last day of travel, and for any intervening days.
3. Dinner (D) - When travel begins at/or before 4 pm on the 1st day of travel and extends to/or beyond 8 pm on the last day of travel, and for any intervening days.

C. Alcohol - Reimbursement for alcohol is prohibited.

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

Mileage

Mileage rate is currently $0.53 per mile. Refer to PM-13 for mileage reimbursement information.

In-State Vehicle Rentals

The State has contracted with Enterprise for all in-state vehicle rentals. Usage of this contract is mandatory. See In-State Contract Vehicle Rental Rates (State Motor Pool Rental Contract for Business Travel) on the Accounts Payable and Travel website. The corporate discount number is NA 1403. 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. 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 Louisiana and International travel, utilizing the State of Louisiana’s Out-of-State Contracts, which use is mandatory for University employees. The participating vendors include Enterprise Rent-A-Car, National Car Rental and Hertz Car Rental Cooperation. 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 non-employee students, University guests, and contractors are encouraged to use these contracts. 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 for the corporate discount numbers.

International vehicle rentals are available from other sources may be less expensive than those available from the state-contracted travel agency. Once an employee has been delegated 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 travel manager. 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.

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.

University employees are required to use these contracts due to non-availability or exceptional pricing which includes CDW / Collision Damage Waiver and one million dollar ($1 million) liability insurance. All non-employee students, University guests, and contractors are encouraged to use these contracts. 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 for the corporate discount numbers.

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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 per 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 hotel check-in/check-out and airport outbound/inbound departure trip;

Luggage Charges  
Luggage charges from airlines may be reimbursed, with a receipt, for the 1st checked bag for a business trip of 5 days or less and for a 2nd bag for a 6-10 day business trip and/or additional baggage which is business related and required by the department. The traveler must present a receipt to substantiate the luggage charges. Travelers will be reimbursed for excess baggage charges (overweight baggage) only in the following circumstances:
1. When traveling with heavy or bulky materials or equipment necessary for business.
2. The excess baggage consists of organization records or property.

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

Before any travel arrangements are made, travelers are required to obtain the prior approvals using the appropriate travel authorization.

Meals Reimbursement Schedule

<table>
<thead>
<tr>
<th>Tier</th>
<th>Meals Area</th>
<th>B</th>
<th>L</th>
<th>D</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>In-state cities, with the exception of New Orleans</td>
<td>9</td>
<td>13</td>
<td>29</td>
<td>51</td>
</tr>
<tr>
<td>II</td>
<td>New Orleans and out-of-state cities, with the exception of the cities listed in Tiers III &amp; IV</td>
<td>10</td>
<td>19</td>
<td>30</td>
<td>59</td>
</tr>
<tr>
<td>III</td>
<td>Atlanta, Austin, Cleveland, Dallas/Fort Worth, Denver, Ft. Lauderdale, Hartford, Houston, Kansas City, MO, Las Vegas, 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</td>
<td>12</td>
<td>17</td>
<td>32</td>
<td>61</td>
</tr>
<tr>
<td>IV</td>
<td>Alexandria &amp; Arlington, VA, Baltimore, Boston, Chicago, New York City, San Francisco, Seattle, Washington, DC, and international cities</td>
<td>13</td>
<td>19</td>
<td>36</td>
<td>68</td>
</tr>
</tbody>
</table>

International Rates: Apply to all destinations EXCEPT travel within the 50 United States, District of Columbia, Puerto Rico, Virgin Islands, American Samoa, Guam and Saipan. Expenses will be reimbursed at $200 per night exclusive of tax for lodging and Tier IV rates for meals unless U.S. Department of State rates are requested and approved.