



UNIVERSITY TRAVEL REGULATIONS

- Scope:** All campuses served by Louisiana State University (LSU) A&M Office of Accounting Services
- Effective:** July 1, 2014. This memorandum supersedes any prior versions of FASOP: AS-02.
- Purpose:** To establish a procedure to assist travelers in making travel arrangements and in the reimbursement of travel expenses.
- Procedures:** This FASOP is based off of the State of Louisiana Travel Regulations (PPM 49) and the University Travel Regulations (PM-13).

I. Introduction

A. Application of Regulations

The Commissioner of Administration issued revised General Travel Regulations in Policy and Procedure Memorandum No. 49 effective July 1, 2014. This permanent memorandum is not meant to be all inclusive of PPM No. 49. It does serve to supplement the General Travel Regulations indicating the University policy where discretion is permitted or where exceptions approved by the Commissioner of Administration have been granted. All travel at University expense is subject to the provisions of these General Travel Regulations. University expense is 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. Authorized Persons

1. Advisors, consultants, 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 professional, personal, or consulting services in accordance with R.S.39:1481 et seq.
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 State employees unless specific allowances are legislatively provided.
3. The Department Head or his/her designee 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.

B. 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.

C. Conference/Convention - Defined herein as a meeting for a specific purpose and/or objective. Non-routine meetings 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. In the event the designated conference hotel(s) have no room available, a Department Head may approve to pay the actual hotel cost not to exceed the conference lodging rates for other hotels located near the conference hotel.

- D. 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.
- E. Extended Stay - Any assignment made for a period of 31 or more consecutive days at a place other than the official domicile.
- F. High Risk Travel - Countries/regions that have U.S. Department of State Travel Warnings that have been identified as areas that require special efforts to mitigate risk, and when necessary, call for the avoidance of travel altogether. See FASOP: AS-18 "High Risk Travel to Restricted Regions".
- G. In-state Travel - All travel within the borders of Louisiana or travel through adjacent states between points within Louisiana when such is the most efficient route.
- H. 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.
- I. LaCarte Card - The procurement card provided to employees based on their need to purchase business related goods & services and which, if allowed by the Campus Head, may be used for certain travel expenses.
- J. Lowest Logical Airfare
 - 1. Airfares that are non-refundable, penalty tickets.
 - 2. 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.
- K. 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, official domicile of an officer or employee assigned to an office shall be, at a minimum the city limits in which the office is located. The official domicile of an authorized person shall be the city 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 city or town nearest the area where the majority of work is performed, or such city, town, or area 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 Campus Head or his/her designee 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.
- L. 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.
- M. 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.
- N. Per Diem - A flat rate paid by the Federal government in lieu of travel reimbursements for individuals on extended stays only. Employees of the State of Louisiana may claim the U.S. Department of State federal per diem rate for lodging and meals for international travel only. U.S. Department of State federal per diem rates for lodging and meals vary based on location and dates of travel. The rates are available on the U.S. Department of State website, http://aoprals.state.gov/web920/per_diem.asp. Reimbursement at these rates requires submission of itemized receipts.

- O. Receipts/Document Requirements - Supporting documentation, including original itemized receipts that must be submitted for reimbursement of travel expenses.
- P. Routine Travel - local travel required in the course of performing an employee's job duties. This does not include conferences or out-of-state travel.
- Q. State Employee - Employee below the level of State officer.
- R. State Officer
 - 1. State-elected official;
 - 2. Department Head as defined by Title 36 of the Louisiana Revised Statutes (i.e., Secretary, Deputy Secretary, Under-Secretary, Assistant Secretary, and equivalent positions in higher education and the office of elected officials).
- S. Temporary Assignment - Any assignment made for a period of less than 31 consecutive days at a place other than the official domicile.
- T. Travel Period - A period of time between the time of departure from your domicile and the time of return to your domicile.
- U. Travel Route - The most direct and usually traveled route must be used by official University travelers.
- V. Travel Scholarships - If any type of scholarship for travel is offered and/or received by a State employee, it is the agency/employee's responsibility to receive/comply with all ethic laws/requirements. (See R.S. 42:1123).
- W. Traveler - A University officer, University employee, student employee, or authorized person when performing authorized travel.
- X. 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. Contracted Travel Services

The State has contracted for travel-related services which must be used unless exemptions have been granted **prior to travel** by the individual on your campus who has been delegated this authority for your campus. Requests for an exemption must document that the traveler saved 10% and experienced a cost savings amounting to at least \$30, not including the travel agency service fee. Reservations for in-state hotel/motel accommodations are not required to be made through the contracted travel agency. The contracted travel agency has an on-line booking system which can and should be used by all travelers for booking airfare. Use of the on-line booking system can drastically reduce the cost paid per transaction and University travelers are strongly encouraged to utilize this service.

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 appointment to faculty or staff positions.
7. Authorized travel of superior undergraduate, graduate and medical students being recruited by the University.

C. Authorization

1. Travel 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 particular Department concerned.
2. All travel at University expense will be under the direct control of and must have prior approval in writing by the head of the budgetary unit (i.e., the Dean of a College, Director of a division, or a designated administrative officer). A file should be maintained, by the department, on all approved travel authorizations.
3. An authorization for routine in-state travel for an employee who must travel in the course of 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 shall 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 not to exceed a maximum of 99 miles per round trip and/or day at 51 cents per mile. See Examples in Section V, subsection C.2.c.
4. 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 and Centrally Billed Account (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 covering the related travel, no later than the fifteenth day of the month following the completion of travel.

The University provides a means of payment via LaCarte or the Centrally Billed Account (CBA) for airfare and conference registration. Employees are eligible for a LaCarte card for lodging and other allowable travel costs (i.e. baggage fees, parking, rental vehicles, etc.)

Travel Advances will not be provided except for the following exemptions:

1. Graduate student employees on business travel for the University. Any advance request for graduate students greater than \$5,000 must include the faculty member(s) that will be held fiscally responsible in the event the student does not return to LSU, provide receipts, or return the funds.
2. Employees who accompany and/or are responsible for students on group or client travel.
3. Employees traveling to remote destinations in 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 two years. No new account number is provided. Departments should rollover the expiration date by two years when the account expires.

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. air transportation, lodging, vehicle rentals, etc.).
3. Meals or personal expenses are not allowed on the LaCarte card. Meal per diems will be reimbursed to the traveler upon submission of the Travel Expense Reimbursement Request.

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.

IV. Requests for Reimbursement

- A. All travel expenses must be submitted on approved Travel Expense Reimbursement Request forms to the appropriate business office. A Travel Expense Reimbursement Request 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 (AS292 or AS516), 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 must be signed by the person requesting reimbursement and approved by his/her immediate supervisor or the authority with financial responsibility for the trip.
- B. 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 payment for reimbursable travel expenses (i.e. air transportation, lodging, vehicle rentals, etc.), all expenses incurred on any official trip shall be paid by the traveler. The traveler's Travel Expense Reimbursement Request should document all travel expenses in detail such that the total cost of the trip is reflected on the Travel Expense Reimbursement Request 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. If LaCarte or a CBA is used as the payment method, the itemized receipts should be attached to the appropriate LaCarte or CBA entry reflecting the transactions.
- C. In all cases, and under any travel status, cost of meals shall be paid by the traveler and meal allowances claimed on an AS300 – Travel Expense Reimbursement Request, including all special meals, shall not be charged to the LaCarte card.
- D. Travel Expense Reimbursement Requests should be submitted by the fifteenth day of the month following the completion of travel.
- E. 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 were 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.

F. Any individual who submits a Travel Expense Reimbursement Request 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 be criminally and civilly liable within the provision of State 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 should be 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 privately-owned or by chartered aircraft is authorized, the traveler shall certify that: 1) at least two hours of working time will be saved by such travel, and 2) no other form of transportation, such as commercial air travel or a state plane, will serve this same purpose.
 - a) Chartering a privately-owned aircraft must be in accordance with the Procurement Code.
 - b) Reimbursement for use of a chartered or unchartered privately-owned aircraft under the above guidelines will be made on the following basis:
 1. At the rate of \$1.29 per mile; or
 2. At the lowest logical coach economy airfare.Note: If there are extenuating circumstances requiring reimbursement for expenses other than those listed above, approval must be granted by the Commissioner of Administration.
 - c) When common carrier services are unavailable and time is at a premium, travel via state aircraft shall be investigated, and such investigation shall be documented and attached to the Travel Expense Reimbursement Request for the trip in question.
3. All travelers are to purchase commercial airline tickets through the state-contracted travel agency. This requirement is mandatory unless prior approval is granted from the individual on your campus who has been delegated this authority (See Section III, subsection A).

While 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 contractor(s) are purchasing the lowest, most logical airfare.

Commercial air travel will not be reimbursed in excess of 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 without prior approval from the individual on your campus who has been delegated this authority. 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 state-contracted travel agency unless prior approval is granted by the Commissioner of Administration or their designee 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 Campus Head or their designee. Certification of the requirement for the change or cancellation by the traveler's Department Head/supervisor is required on the Travel Expense Reimbursement Request.
- 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 10 percent 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.

- d) The cost of a preferred or premium seat is not reimbursable. To avoid these charges or to avoid being bumped, a traveler must check-in as early as possible. A traveler should check-in 24 hours prior to a flight or check-in at the airport several hours prior to departure to obtain a seat assignment. Please be aware that it is a strict airline policy that a traveler must check-in prior to 30 minutes of departure at a minimum. The airlines are very strict about this policy. Airline rules typically state that if you don't arrive at least 30 minutes before the scheduled departure, you may forfeit your reservation. The earlier you arrive at the gate increases the chances of retaining your original reservation and assurance of a seat on the flight purchased.
 - 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 airlines must be paid by the employee.
 - f) Employees may retain promotional items, including frequent flyer miles, earned on official University travel. However, if an employee makes travel arrangements which favor a preferred airline/supplier to receive promotional items/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 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 carrier offering discount rates. If so, providing this information to the state-contracted travel agency could result in securing the discount rate for the traveler.
4. The University does not want to give the perception that airfare to personal destinations can be paid by the University when included with airfare for business travel. Whenever airfare for university business travel includes a personal destination, the traveler must obtain a lowest logical airfare quote (at the time of purchase) for the business destination only. Reimbursement for the airfare with the personal destination will be limited to the lesser of:
- a) Lowest logical quote; or
 - b) Prorated amount for the business portion of the airfare only. Note: The "prorated 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, but the traveler adds personal days at 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 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.doa.louisiana.gov/osp/travel/airfare.htm>. 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 90, 60, 30 and 14 day e-mail notifications.
 - b) The Unused Ticket report (by campus) can be found on the Accounts Payable & Travel website at <http://www.fas.lsu.edu/AcctServices/acctpay/> and is updated by the 15th of each month.
 - c) Campus Heads receive their campus Unused Ticket report monthly.

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.

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 having a valid U.S. driver's license in his/her possession.

Safety restraints shall be used by the driver and passengers of vehicles. All accidents, major and minor, shall be reported first to the local police department or appropriate law enforcement agency. An accident report form, available from the office responsible for campus safety, should also be completed as soon as possible and must be returned to that office, along with the names and addresses of principals and witnesses. In addition, the accident must be reported to the Department of Public Safety as required by law.

Operating a University-owned vehicle, University-rented vehicle or University-leased vehicle or operating a non University-owned vehicle for state business while intoxicated as set forth in R.S. 14:98 and 14:98.1 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, University-rented or University-leased vehicle is not permitted.

Unauthorized individuals should not be transported in University-owned vehicles or rental vehicles. Approval of exceptions to this policy may be made by the traveler's supervisor if he/she determines that the best interest of the University will be served and if passenger (or passenger's guardian) signs a Hold Harmless Agreement form, located on the Office of Risk Management website at <https://sites01.lsu.edu/wp/riskmgt/files/2010/11/Hold-Harmless-Passenger.pdf>, acknowledging the fact that the University assumes no liability for any loss, injury, or death resulting from said travel.

Non-employee students, University guests and contractors are not covered by the State Office of Risk Management and are not authorized to drive University-owned or rental vehicles for use on official University business. Non-employee students, University guests, and contractors are encouraged to utilize the in-state and out-of-state rental contracts which includes CDW (Collision Damage Waiver) and one million dollar (\$1 million) liability insurance. However, if the in-state and out-of-state contracts are not used non-employee students, University guests and contractors are encouraged to purchase insurance when renting a rental vehicle. For details on reimbursable insurances, see Section V, subsection C.3.j.

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

1. University-owned Vehicles

- a) No person may be authorized to operate or travel in a fleet vehicle unless that person is an employee of the University; any duly appointed member of a state board, commission, or advisory council; and any other person who has received specific approval from the Department Head or his/her designee to operate or travel in a fleet vehicle on official University business. Each employee operating a fleet vehicle for official University business must complete form DA2054 (Authorization and Driving History), which can be found at <http://www.fas.lsu.edu/purchasing/PDFs/da2054.pdf>. The DA2054 form must be in the file located in the Property Management office for employees (including student employees) who have been granted approval.
- b) 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.

- c) Travelers in University-owned vehicles who purchase needed fuel, repairs and equipment while in travel status shall use fleet discount allowances and state bulk purchasing contracts where applicable. Reimbursements require a receipt of regular unleaded gasoline, or diesel when applicable. Mid-grade, super, plus or premium gasoline are typically not necessary. Departments should be familiar with the existence of such allowances and/or contracts by contacting the Office of Procurement Services or visiting the Office of Procurement Services website. University credit cards will not be issued to travelers for use in the operation of privately-owned vehicles.
 - d) 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.
 - e) Unauthorized individuals should not be transported in University-owned vehicles. Approval of exceptions to this policy may be made by the traveler's supervisor if he/she determines that the unauthorized person is part of the official University business, the best interest of the University will be served, and if the passenger (or passenger's guardian) signs a Hold Harmless Agreement form acknowledging the fact that the University assumes no liability for any loss, injury, or death resulting from said travel.
 - f) 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. LSU procedures can be found on the Property Management website.
2. Privately-owned Vehicles
- a) Employees using their own personal vehicle for official University business must complete form DA 2054 (Authorization and Driving History) which can be found at <http://www.fas.lsu.edu/purchasing/PDFs/da2054.pdf>. The DA2054 form must be in the file located in the Property Management office for employees (including student employees) who have been granted approval.
 - b) 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.
 - c) 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 on the basis of no more than 51 cents per mile and in accordance with the following:
 - (1) Employee should utilize a University-owned vehicle when available,
 - (2) Employee may rent a vehicle from the state-contracted rental vendor (i.e. Enterprise Rent-a-Car), if a University-owned vehicle is not available, or
 - (3) If employee elects to use his/her personal vehicle, reimbursement may not exceed a maximum of 99 miles per round trip and/or day at 51 cents per mile. The mileage reimbursement will not be subject to the 99 miles limitation if approval by the Chancellor, or his designee, has been granted in accordance with Section V, subsection C.3.a.

PLEASE NOTE: Mileage is applicable for round trips which includes multiple days or a one day round trip:

- **Example 1:** If someone leaves Baton Rouge, travels to New Orleans and returns that same day, they are entitled to 99 miles maximum for that day if they choose to drive their own personal vehicle.
 - **Example 2:** If someone leaves Baton Rouge, travels to New Orleans, and returns two days later, they are entitled to 99 miles maximum for the entire "trip" if they choose to drive their personal vehicle.
 - **Example 3:** If someone leaves Baton Rouge, travels to New Orleans then on to Lafayette, Shreveport, Monroe and returns to the office four days later, they are entitled to 99 miles maximum for the entire "trip" if they choose to drive their personal vehicle.
- d) Mileage for moving expenses shall be reimbursed at the federal rate in effect at the time of the move.
 - e) Mileage shall be computed by using one of the following options:
 - (1) On the basis of odometer from point of origin to point of return; or

- (2) A website mileage calculator or published software package indicating mileage (to be attached to the Travel Expense Reimbursement Request).
- f) 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 business travel, 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 Department Head may determine to pay the actual mileage from the employee's residence not to exceed a maximum of 99 miles per round trip and/or day at 51 cents per mile. See Examples in Section V, subsection C.2.c.
 - g) 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 51 cents per mile may not exceed the cost of a rental vehicle or the cost of the lowest logical airfare obtained at least 14 days prior to the trip departure date, whichever is lesser of the two. 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 meals and lodging.
 - h) 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 51 cents 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.
 - i) When a traveler is required to regularly use his/her privately-owned vehicle for University business, the Campus Head or a single designee 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, without prior approval from the Campus Head or his/her designee.
 - j) 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 adequately covered under their personal insurance policy. State law requires that the employee's insurance carrier be the primary insurance. The Office of Risk Management covers collision damage up to \$1,000.

3. Rented Motor Vehicles (receipts required)

Unauthorized individuals should not be transported in vehicles rented by the University. Approval of exceptions to this policy may be made by the traveler's supervisor if he/she determines that the best interest of the University will be served and if the passenger (or passenger's guardian) signs a Hold Harmless Agreement form acknowledging the fact that the University assumes no liability for any loss, injury, or death resulting from said travel.

- a) **In-state Vehicle Rental** - The State has contracted for in-state vehicle rentals through the Enterprise Rent-A-Car's State Motor Pool Rental Contract for business travel which applies to all University employees and/or authorized travelers traveling on official University business. Usage of this contract 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 from Enterprise Rent-A-Car must be provided.

Donna K. Torres, Associate Vice Chancellor for Accounting and Financial Services may give approval to bypass the State Motor Pool Rental Contract, on a case-by-case basis, or by College, Department, School or program provided a written request is made which includes a detailed explanation as to why the use of the contract is not feasible. Approvals must be obtained on a fiscal year basis, and renewed each fiscal year. The approval requests should be maintained in a central file. Copies of approvals granted for Colleges, Departments, Schools or programs must be provided to the LSU System Office at the time they are made and each time they are renewed.

Members of boards and commissions are not required to utilize the in-state rental contract and are not subject to the 99 mile limitation. They are entitled to actual mileage reimbursement up to 51 cents per mile. However, they are strongly urged to use the in-state rental contract when a cost benefit analysis indicates a potential savings.

University contractors are required to follow FASOP: AS-02 by terms of their contracts, but they are not required to use the in-state rental contract and are not subject to the 99 miles limitation. For in-state travel, they are entitled to actual mileage reimbursement up to 51 cents per mile. However, they are strongly urged to use the in-state rental contract when a cost benefit analysis indicates a potential savings.

University-owned vehicles, or a rental from the State Motor Pool Rental Contract, when a University-owned vehicle is not available, should be used by any employee and/or authorized traveler who are eligible to receive the mileage allowance who plans to travel 100 miles or more in a trip. For trips less than 100 miles, employees should (1) utilize a University-owned vehicle when available; (2) utilize their own vehicles and receive a mileage reimbursement not to exceed a maximum of 99 miles per round trip and/or day at 51 cents per mile (see the Examples in Section V, subsection C.2 c.); or (3) rent a vehicle from the State Motor Pool Rental Contract.

Employees should not make rental reservations at airport locations to prevent the additional unnecessary costs. Employees can reserve a vehicle in one of several ways using the Corporate ID Number NA1403 and Company Name/PIN Number – STA:

- Reserve by calling an Enterprise local rental branch directly (during business hours)
- By calling 1-800-Rent-A-Car (24 hours/day)
- Accessing the LSU Accounts Payable & Travel website
- Note: Reservations are to be made 24 hours in advance for guaranteed vehicle class/size

- b) **Out-of-state Vehicle Rental** - The State has contracted rental vehicles for domestic, 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**. All University employees are mandated to use these contracts due to exceptional pricing which includes CDW (Collision Damage Waiver) and one million dollar (\$1 million) liability insurance. The State of Louisiana's out-of-state participating vendors include Enterprise Rent-A-Car, National Car Rental and Hertz Car Rental Corporation. It is the traveler's discretion which rental company is utilized.

Members of boards and commissions are not required to utilize the out-of-state rental contracts and are not subject to the 99 mile limitation. They are entitled to actual mileage reimbursement up to 51 cents per mile. However, they are strongly urged to use the out-of-state rental contract when a cost benefit analysis indicates a potential savings.

University contractors are required to follow FASOP: AS-02 by terms of their contracts, but they are not required to use the out-of-state rental contracts. However, they are strongly urged to use the out-of-state contracts when a benefit analysis indicates a potential savings. For out-of-state travel, mileage at 51 cents per mile will be limited to a lowest logical airfare quote.

- c) **Payments** for vehicle rentals can be made using the LaCarte card or other personal credit card. Please remember that if the LaCarte card is used the vendor should not charge sales tax on the transaction.
- d) **Approvals** - Written approval of the traveler's Department Head (or direct supervisor) prior to the departure is required for the rental of vehicles, however, if the department chooses, approval may be handled on an annual basis if duties require frequent rentals. Special approval is required from the Department head or his/her designee for rental of any vehicle above the "intermediate size" category. A written justification for the larger vehicle must be provided.

- e) **Vehicle Rental Size** - Only the cost of rental of compact or intermediate 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. A Department Head or his/her designee 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.
- f) **Personal Rental** - Any personal mileage or rental days on a vehicle rented for official University business is not reimbursable and will be deducted from the claim for reimbursement.
- g) **Gasoline** (receipts required) - Reimbursements require an original receipt for regular unleaded gasoline, or diesel when applicable. Mid-grade, super, plus or premium gasoline is typically not necessary. Reasonable gasoline cost is reimbursable when receipts are submitted; mileage is not reimbursable on vehicle rentals. Pre-paid fuel options, for rental vehicles, are only to be allowed with prior approval from the Department Head, 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.
- h) **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. Insurance coverage for vehicle rentals, other than the State's in-state or out-of-state mandatory contracts, is provided by the Office of Risk Management. If a collision occurs while on official University business, the accident should be reported immediately to the Office of Risk Management and the rental company, when applicable. The Department will be responsible for the cost of the repairs up to a deductible of \$1,000. CDW/Damage Waiver Insurance and \$1 Million Liability Protection Coverage are included in the State's in-state and out-of-state rental contract pricing. 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 of 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).
- i) **Insurance for Vehicle Rentals outside the 50 United States (receipt required)** - The Office of Risk Management recommends that the appropriate insurance (liability and physical damage) provided through the vehicle rental company be purchased when the traveler is renting a vehicle outside the 50 United States. With the approval of the Department Head or his/her designee, insurance costs may be reimbursed for travel outside the 50 United States only.
- j) **Non-employee students, University guests and contractors** are encouraged to utilize the in-state and out-of-state rental contracts which includes CDW (Collision Damage Waiver) and one million dollar (\$1 million) liability insurance. However, if the in-state and out-of-state contracts are not used the following insurances are recommended and reimbursable:
 - (1) 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. The accident should also be reported to the office responsible for campus safety.
 - (2) Loss Damage Waiver (LDW).
 - (3) Auto Tow Protection (ATP) - Requires Department Head approval.
 - (4) Supplement Liability Insurance (SLI) - If required by the vehicle rental company.
 - (5) Theft and/or Super Theft Protection (coverage of contents lost during a theft or fire) - If required by the vehicle rental company.
 - (6) 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 are not reimbursable:

 - (1) Personal Accident Coverage Insurance (PAC) - Employees are covered under workmen's compensation while on official University business.
 - (2) Emergency Sickness Protection (ESP).
- k) **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 Department Head or his/her designee.

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. Airport shuttle/limousines and taxi reimbursements, including tip, requires 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 15% 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 \$15 per day without a receipt, claims in excess of \$15 per day requires a receipt. At a Department level, the Dean or Department Head may implement a department-wide policy requiring receipts for an amount less than \$15 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 will be used; as it may be in the University's best interest to rent a vehicle versus reimbursements of multiple taxi expenses.

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

1. Reimbursement will be allowed for taxi cab fares between a common carrier or other terminal and either the employee's home or office. Receipts are required.
2. Instead of using a taxi cab, payment on a mileage basis will be allowed for the round-trip mileage of a privately-owned vehicle not to exceed a maximum of 99 miles per round trip and/or day at 51 cents per mile. The reimbursement will be limited to one round trip. See Examples in Section V, subsection C.2.c.

VI. Reimbursement for Lodging and Meals

A. Eligibility

1. 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 travel and subsistence unless permission to extend the 30-day period has been obtained from the appropriate authority.

2. Travel Period

Travelers may be reimbursed for meals according to the following schedule:

Single Day Travel - Meals are not eligible for reimbursement on single day travel. This means that when an authorized traveler of the State is in travel status where no overnight stay is required, no meals are eligible for reimbursement. Each Department Head or their designees are to 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 must be considered taxable income to the employee. If the Department Head or his/her designee determines that single day meals will be provided for, the following allowances must be adhered to:

To receive any meal reimbursement on single day travel, an employee must be in travel status for a minimum of 12 hours. The maximum allowance for meal reimbursement for single day travel will be \$42.

- a) Breakfast & Lunch - \$22: The 12 hours travel duration must begin at or before 6 a.m.
- b) Lunch - \$13: Requires 12 hours duration in travel status
- c) Lunch & Dinner - \$42: The 12 hours travel duration must end at or after 8 p.m.

3. Travel with Overnight Stay: (minimum of 12 hours of travel in travel status)

Travelers may be reimbursed for meals according to the following schedule:

- a) Breakfast - When travel begins at/or before 6 a.m. on the first day of travel and extends to/or beyond 9 a.m. on the last day of travel, and for any intervening days.
- b) Lunch - When travel begins at/or before 10 a.m. on the first day of travel and extends to/or beyond 2 p.m. on the last day of travel, and for any intervening days.
- c) Dinner - When traveling begins at/or before 4 p.m. on the first day of travel and extends to/or beyond 8 p.m. on the last day of travel, and for any intervening days.
- d) Alcohol - Reimbursement for alcohol is prohibited.

B. Exceptions

1. Routine Lodging Overage Allowance

A Department Head or his/her designee has the authority to approve actual routine lodging provisions, on a case-by-case basis not to exceed 50% over FASOP: AS-02 current listed rates. Note: This authority for increase is for lodging only and not for any other area of FASOP: AS-02. 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. This authority shall not be delegated to any other person.

2. Actual Expenses for State Officers

State officers and others so authorized by statute or individual exception will be reimbursed on an actual expenses basis for meals and lodging 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 expenses reimbursement are President, Vice President, Chancellor, and Vice Chancellor. They are subject to the time frames and all other requirements listed in the Travel Regulations.

C. Meals (Including Tax and Tips)

1. Travelers may be reimbursed up to the following amounts for meals: Note: The allowances listed below are not a per diem; they are only the maximum amount allowed for that meal, while in travel status.

Tier	Areas	Breakfast	Lunch	Dinner	Total
I	In-state cities, with the exception of New Orleans	9	13	29	51
II	New Orleans and out-of-state cities, with the exception of the cities listed in Tiers III & IV	10	16	30	56
III	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, Virgin Island, all of Alaska and Hawaii, American Samoa, Guam and Saipan	12	17	32	61
IV	Alexandria & Arlington, VA, Baltimore, Boston, Chicago, New York City, San Francisco, Seattle, Washington, DC, and international cities	13	19	33	65

2. Receipts are not required for routine meals within these allowances. Number of meals claimed must be shown on Travel Expense Reimbursement Request. Partial meals such as continental breakfasts or airline meals are not considered meals. Note: If a meal is included in a conference schedule, it is part of the registration fee; therefore, an employee cannot request/receive additional reimbursement for that meal. If meals of University officials reimbursed at actual expenses exceed these allowances, receipts are required (see Section VI, subsection B.2). 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.

D. Lodging

1. Routine Lodging Allowance - Employees will be reimbursed lodging rate, plus tax and any mandatory surcharge; receipts required. Receipts from a bona fide hotel or motel for lodging shall be submitted and attached to Travel Expense Reimbursement Request. The actual amounts are not to exceed:

Tier	Lodging Area	Routine
I	In-state cities (except as listed)	83
	Alexandria/Leesville/Natchitoches	84
	Baton Rouge – EBR	97
	Covington/Slidell - St. Tammany	91
	Lafayette	83
	Lake Charles – Calcasieu	83
II	New Orleans - Orleans, St. Bernard, Jefferson and Plaquemines parishes (July – Sept)	108
	New Orleans - Orleans, St. Bernard, Jefferson and Plaquemines parishes (Oct – Dec)	140
	New Orleans – Orleans, St. Bernard, Jefferson and Plaquemines parishes (Jan – June)	151
	Out-of-state (except cities listed in Tiers III & IV)	91
III	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 Island, all of Alaska and Hawaii, American Samoa, Guam and Saipan	120
IV	Baltimore, San Francisco, Seattle, Chicago, Boston	175
	International Cities	200
	Alexandria & Arlington, VA, New York City, Washington, DC	225

The inclusion of suburbs shall be determined by the business office on a case-by-case basis. A suburb is defined as an immediate or adjacent location (overflow of the city) to the travel destination.

Employees must always attempt to use the tax exempt form located on the AP & Travel website at <http://www.fas.lsu.edu/AcctServices/acctpay/> when traveling in-state on official University business.

When two or more individuals on University business 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.

Department Head or his/her designee’s approval must be provided to allow lodging expenses to be direct billed to the University.

2. Conference Lodging Allowance - Employees may be reimbursed lodging rate, plus tax and any mandatory surcharge; receipts required. A Department Head or his/her designee 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, a Department Head or his/her designee 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.2 for these allowances. In the event a traveler chooses to stay at a hotel which is not associated with the conference, 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. Meals that are a designated integral part of the conference may be reimbursed on an actual expenses basis with prior approval by the direct supervisor. No reimbursements are allowed for functions not relating to a conference (i.e., tours, dances, golf tournaments, etc.)

E. Extended Stay

For travel assignment 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 a per diem 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 each Campus Head or his/her single designee to authorize only such travel allowances as are justified by the circumstances affecting the travel.

F. Parking and Parking-related Expenses

1. Parking at the **Baton Rouge Airport** - The State's current contract rate is \$3.50 per day (no receipts required) for parking in the indoor parking garage, as well as the outside, fenced parking lot at the airport. Documentation required to receive the contract price is the airport certificate and a University ID. The airport certificate may be found on the Accounts Payable & Travel website at <http://www.fas.lsu.edu/AcctServices/acctpay/>. An employee may be paid actual expenses up to \$5 per day with a receipt.
2. Parking when flying out of the **New Orleans Airport** - The State's current contract rate is \$7 per day and \$42 weekly at Park 'n Fly (no receipts required). All taxes and fees are inclusive of this rate minus the State tax, in which University employees on University business are exempt. For online reservations, promotional code 0050056 must be used to obtain the contract rate and no other documentation is required. For those employees who choose to pay at the time of exit, a University ID or a valid ID with a University business card and the tax exempt form is required to receive the state contract rate. If parking at another facility, an employee may be paid actual expenses up to \$7 per day with a receipt.
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.
4. Tips of valet parking are not to exceed \$2 per day.

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 costs. Receipts are required.
2. Domestic Overnight Travel - Up to \$3 for one call home upon arrival at each destination and one call every second night after the first night if the travel is extended several days. This will not be allowed for those persons who have a University issued cell or cell phone stipend.
3. 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 in excess of seven days, one \$10 call will be allowed for every second night after the first night. This will not be allowed for those persons who have a University issued cell or cell phone stipend.
4. 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.
5. Personal cell phone charges will not be reimbursed.

B. Storage and Handling Equipment Charges (receipts required)

C. Baggage Handling

1. Tips may be paid one time up to \$3 upon each hotel check-in and upon each hotel check-out, if applicable.
2. Tips may be paid one time up to \$3 for airport outbound departure trip and for the inbound departure trip.

D. Luggage Charges from Airlines

A Department Head or his/her designee 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 consists of organization 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.). Items included in the registration fee cannot be claimed again. Note: If a meal is included in a conference schedule, it is part of the registration fee; therefore, an employee cannot request/receive additional reimbursement for that meal. Meals that are a designated integral part of the conference may be reimbursed on an actual expenses basis with prior approval of the direct supervisor. Use of LaCarte to pay for registration fees is recommended. Receipts are required.

F. Laundry Services

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. Receipts are required.

VIII. International Travel

All international travel must be approved in writing by the Campus Head or single designee prior to departure. Requests for such travel should be submitted through appropriate administrative channels (Department Head, Dean/Director, Vice Chancellor and Provost) and should reflect:

- A. Place to be visited and route if other than direct
- B. Purpose of travel
- C. Dates of travel
- D. Source of funds for travel and estimated cost
- E. Any special allowances for meals and lodging reimbursement - U.S. Department of State rates may be authorized upon request

International travelers will be reimbursed at the Tier IV rates for lodging and meals, unless U.S. Department of State rates are requested and authorized by the Campus Head or his/her designee prior to departure. Itemized receipts are required for lodging and meals claimed at the U.S. Department of State rates. 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 in lieu of a daily conversion calculation. For charges paid in cash, a conversion calculator must be attached.

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 justification as to why the reimbursement request was approved.

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 their 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 and all requests should be copied to the Travel Manager. 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. This approval must be attached to the Travel Expense Reimbursement Request 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.

IX. Visitors to the 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 FASOP: AS-02, University Travel Regulations. State-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 Department Head (previously Campus Head) 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 new domicile are not eligible for reimbursement.
- D. Written approval of the Dean 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.

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

1. Candidates for employment at the University who 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.

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. A Department Head may authorize a special meal within allowable rates to be served in conjunction with a working meeting.

B. Reimbursement Limits

1. Reimbursement Limits for "Special Meals" are as follows:

<u>Meal</u>	<u>Maximum Allowed</u>
Breakfast	\$15 per person
Lunch	\$20 per person
Buffet Dinner Reception	\$20 per person
Dinner	\$35 per person
Refreshments	\$4.50 per person
Receptions	\$7 per person

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). Reasonable tip is allowed, but should not exceed 20%.

2. 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) Cost of lunch served in conjunction with State/University-sponsored in-state conferences, excluding New Orleans billed to the University may not exceed \$20, exclusive of tax and tip.
 - c) Cost of lunch served in conjunction with State/University-sponsored New Orleans and out-of-state conferences, billed to the University may not exceed \$25, exclusive of tax and tip.
 - d) Conference Lodging Allowances - Lodging rates may not exceed \$20 above the current listed routine lodging rates listed for the area in which the conference is being held.
3. 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 \$4.50 per person, per morning and/or afternoon sessions. A mandated gratuity may be added if refreshments are being catered.

All special meals must have prior written approval from the Campus Head or his/her designee in order to be reimbursed.

- C. Requests to the Campus Head or a single designee 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, all of 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. Original prior written approval from the Campus Head or single designee.
4. Original itemized receipts.

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