

IMPORTANT INFORMATION REGARDING BUSINESS TRAVEL & TRAVEL APPROVALS

May 1, 2021

Business Travel:

As the University resumes business travel, please be advised of the following:

- Travelers are strongly encouraged to be fully vaccinated prior to any travel.
- The condition to reapprove the travel two weeks prior to departure has been removed, as it is the responsibility of faculty/staff/students to consider the travel risk, especially at the destination before traveling.
- Any COVID-related travel expenses for quarantine and/or test while on University business travel will be a University expense.

Travel Approvals:

Domestic Travel (In-state & Out-of-State):

- Spend Authorization must be completed and approved prior to making travel arrangements (booking air fare, securing lodging, paying conference registration, etc.)

International Travel (Out of the U.S.):

- Non-essential international business travel is prohibited.
- Only essential international travel should be requested via the **TEMP2, Request for International Travel during COVID-19 Outbreak form** which requires approval of the Department Head, Dean, and Provost.
- Spend Authorization must be completed and approved prior to making travel arrangements (booking air fare, securing lodging, paying conference registration, etc.). The approved TEMP 2 form must be attached.

Travel Arrangements:

As travel arrangements are made for approved business travel, the following conditions must be met:

- 1) Lodging cannot be paid in advance, and the first night lodging must be refundable. (Travelers should be aware of hotel's cancellation policy)
- 2) Conference registration must be refundable.

For questions, please contact Patrice Gremillion at pgremill@lsu.edu or at 578-3366.