LSU

CAMPUS CORRESPONDENCE

Summary of Travel Policy Changes effective July 1, 2019:

1. Mileage rate increased to 58 cents per mile.
2. Reimbursement for use of a chartered aircraft increased to $1.26 per mile. LSU travelers may not operate any aircraft on University business.
3. Single day meal allowance increased to $43.
4. Routine lodging allowance for Tier III increased to $170. All other allowances remained the same. See Appendix A for all lodging allowances.
5. Meal per diem for breakfast increased by $1 for all Tiers, only Tier I & II increased by $1 for lunch, on Tier IV, lunch increased by $2. All other rates remained the same. See Appendix A for all meal per diems.
6. Special meal rate for refreshment increased to $5.50, reception increased to $8, and all other rates remained the same. See Appendix A for all special meal rates.
7. University hosted conferences in-state, excluding New Orleans, lunch allowance increased to $25, exclusive of tip and tax. University-sponsored conferences in New Orleans or out-of-state, lunch allowance increased to $30, exclusive of tip and tax.
8. No traveler may operate a vehicle without a valid U.S. driver's license in his/her possession (the physical license or a state-approved electronic version).
9. Public transportation to and from the airport, while on official University business travel, may be reimbursed with a receipt.
10. Training courses which are several days and have a designated hotel and rate, can be considered a "conference hotel" and therefore, the designated rate can be allowed.
11. Travelers who have an official University phone and/or are receiving a monthly stipend, reimbursements are not allowed for business calls or international calls while on official University business travel.
12. Tips may be paid one time up to $5 upon each hotel check-in and upon each hotel checkout, if applicable.
13. Tips may be paid one time up to $5 for airport outbound departure trip and for the inbound departure trip. (Maximum total for entire trip is not to exceed $10).
14. Parking at the Baton Rouge airport contract rate is $4.50 per day (receipts required for reimbursement); Parking when flying out of the New Orleans airport, the Park 'N Fly contract rate is $8.50 per day and $59.50 weekly (receipts are required for reimbursement). If parking at another facility in New Orleans, an employee may be reimbursed for actual expenses up to $8.50 per day with a receipt.

The following are excerpts from PM-13 Section V, F. Watercraft which has been updated for University Risk Management requirements:

1. No person may be authorized to operate an owned or rented motorized watercraft to conduct University business unless that person is an employee of the University. All employees operating a motorized watercraft must be in compliance with State law and University safety requirements which may require the completion of a boating education course. Refer to http://www.wlf.louisiana.gov/boating for more information.
2. Individuals not associated with the University or University activities should not be transported in watercraft owned or rented by the University. Approval of exceptions to this policy may be made by the Department Head if he/she determines that the best interest of the University will be served; in such instances, the passenger (or passenger's guardian) may also be required to sign a release.
3. The use of private watercraft may not be used to conduct University business. Approval of exceptions to this policy may be made by the Department Head if he/she determines that the best interest of the University will be served.
4. To ensure proper insurance coverage for diving activities, all dives (descent underwater utilizing compressed gas and subsequent ascent/return to the surface) must be reported to the Office of Risk Management at https://lsu.edu/riskmgt/travel/diving.php (a mobile form is available at the preceding link for easy reporting) this report must be completed prior to all dives.