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 Accounting website at http://www.lsu.edu/administration/ofa/oas/#, click Department then click 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 that 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.

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 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 itinerary 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 sent 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.

LaCarte Card Program
Employees who travel on University business are encouraged to participate in the LaCarte Card Program since the program allows for payment of business travel expenses. However, meals and personal incidental expenses are not allowed on LaCarte. The single purchase limit for travel is $5,000 (monthly limit of $40,000). When LaCarte is used for payment of business travel expenses, all original itemized receipts must be submitted. Meal per diem will be reimbursed upon completion of the trip once the traveler submits the Expense Report. For information regarding enrollment in the LaCarte Card Program, please contact Accounts Payable at 578-1550.

Short’s Travel Management
The online self-booking reservation system, Short’s Travel Online (STO), is designed to support travelers in the event of a “true emergency”. In the event the 24-hour service is not available, call Short’s Travel Online (STO) at 888-846-6810. 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.

Hotel State Sales Tax Exemption
Employees are encouraged to seek hotel sales tax exemption by use of the R-1376 “In-State Hotel Lodging Sales/Use Tax” exemption form located on the AP & Travel website at http://www.lsu.edu/administration/ofa/oas/acctpay/index.php when traveling in-state on official University business.

Mileage
Mileage rate is currently $0.58 per mile. Refer to PM-13 for more information on rates and to determine the insurance coverage that is reimbursable.

In-State Vehicle Rentals
The State has contracted with Enterprise for all in-state vehicle rentals. Useage of this model is mandatory for University employees. See In-State Contract Vehicle Rental Rates (State Motor Pool Rental Contract for Business Travel) on the Accounts Payable and Travel website. The Enterprise Rental Reservation System is also available. Employees should select their respective campus when making reservations. 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.

Out-of-State Vehicle Rentals
The State of Louisiana 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 Corporation. Employees are encouraged to book through their respective airline’s website, which will search the rental company’s availability of a car. Employees must use the Travel Expense Reimbursement Request to obtain reimbursement of the cost of the rental. If no response is received within the 24 hour period, the rental can be purchased by the traveler (e-mail must be attached to the reimbursement/payment request).

Travel Reimbursement Rates
Meals & Lodging: No meals or lodging will be reimbursed for a “true emergency”. Short’s Travel Online (STO) should be used for business travel only.

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 $43.
1. Breakfast & Lunch: $24 - Travel must begin at/or before 6 am
   - Lunch: $14
   - Lunch & Dinner: $43 - 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.
   - Lunch begins - When travel begins 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.
   - 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.
2. Lunches - When travel begins 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.

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.

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   - 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.
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 $4.50/day (receipt required) and N.O. airport parking at Park N’ Fly is $8.50/day or $42/week (receipt required). If parking at another facility, reimbursement rate up to $8.50/day with a receipt;
3. Tips for baggage handling up to $5 upon hotel check-in/check-out;
4. Tips for airport up to $5 for outbound/inbound departure trips (maximum total for entire trip is not to exceed $10);
5. Meal Per Diem within State-allowed rates.
6. A driver’s tip for shuttle/limousines and taxis may be given and authorization to obtain the prior approvals using the appropriate travel regulations.
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.

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, for the complete set of travel rules and regulations. Refer to PM-13, University Travel Regulations, for the complete set of travel rules and regulations.

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>
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<tbody>
<tr>
<td>I</td>
<td>In-state cities, with the exception of New Orleans</td>
<td>10</td>
<td>14</td>
<td>29</td>
<td>53</td>
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<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>13</td>
<td>18</td>
<td>30</td>
<td>61</td>
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<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>13</td>
<td>19</td>
<td>33</td>
<td>66</td>
</tr>
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<td>V</td>
<td>Baltimore, San Francisco, Seattle, Chicago, Boston</td>
<td>212</td>
<td>212</td>
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<td></td>
<td>International cities</td>
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<td>200</td>
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<td></td>
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<tr>
<td></td>
<td>Alexandria &amp; Arlington, VA, New York City, Washington, DC</td>
<td>225</td>
<td>225</td>
<td></td>
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</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.