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 and Finance Services website at http://www.lsu.edu/administration/lofa/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, Christopherson Business Travel. 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 must be submitted in writing on the AP & Travel website at http://www.lsu.edu/administration/lofa/oas/accps13/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.

Eligible for Reimbursement of Meals & Lodging:

The State has contracted with Enterprise for all in-state vehicle rentals. Effective January 1, 2021, the mileage rate is $0.56 per mile. The State has also contracted with Hertz Car Rental Cooperation. It is recommended that employees use rental agencies that are part of the Louisiana’s Out-of-State Contracts, which use is mandatory for non-employee students, University guests, and contractors. Employees are encouraged to purchase insurance when renting a vehicle. See Out-of-State Contract Vehicle Rentals on the Accounts Payable and Travel website. The corporate account number will be required.

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

Mileage

Effective January 1, 2021, the mileage rate is $0.56 per mile. The Mileage rate for June 1, 2020 through December 31, 2020 is $0.57 per mile. Refer to PM-13 for mileage reimbursement information.

In-State Vehicle Rentals

The State has contracted with Enterprise for all in-state vehicle rentals. Usage of this contract is mandatory. See In-State Contract Vehicle Rental Rates (State Motor Pool Rental Contract for Business Travel) on the Accounts Payable and Travel website. The Enterprise Rental Reservation link is also available on the AP & Travel website. Employees should select their respective campus when making reservations. The rental of a compact or intermediate model is reimbursable unless non-availability is documented or the vehicle is used to transport more than two individuals. Refer to PM-13 for more information on rates and to determine the insurance coverage that is reimbursable.

Out-of-State Vehicle Rentals

The State has contracted rental vehicles for out-of-state travel, excluding Louisiana and International travel, utilizing the State of Louisiana’s Out-of-State Contracts, which use is mandatory for University employees. The participating vendors include Enterprise Rent-A-Car, National Car Rental and Hertz Car Rental Cooperation. It is the traveler's discretion which rental company is utilized. All University employees are required to use these contracts due to exceptional pricing which includes CDW / Collision Damage Waiver and one million dollar ($1 million) liability insurance. All nonemployee students, University guests, and contractors are encouraged to utilize the out-of-state contracts which include one million dollar ($1 million) liability insurance. However, if the out-of-state contracts are not used by non-employee students, University guests and contractors, employees are encouraged to purchase insurance when they are renting a vehicle. See Out-of-State Contract Vehicle Rental Rates on the Accounts Payable and Travel website. The corporate account number will be required.

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 incident 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.

Christopherson Business Travel

Effective January 1, 2021, Christopherson Business Travel (CBT) is the newly contracted travel agency. The contact information for CBT is as follows:

Phone: 800-961-0720
Email: Stateuniv@cbtravel.com
Online support phone: 888-535-0179
Email: onlinesupport@cbtravel.com

Summary of pertinent information:

1. Christopherson Business Travel’s normal business hours are 7 am to 7 pm CST Monday - Friday. Online Support normal hours of operation are 8 am to 7 pm CST Monday - Friday.
2. The agent-assisted transaction fee is $24.00 for Domestic and $31 for International.
3. Christopherson Business Travel should be used for University business travel only.
4. Any calls made between 7pm and 7am CST will roll over to the After Hours Service Provider. After-hours services should be limited to true emergencies. Airfare bookings should be made during normal business hours.

All employees are encouraged to use the CBT Concur Online Booking System for travel bookings. The system link is located on my.SU under Travel/Reimbursement. As employees log into my.SU and click the link, the AirPortal’s Header Screen will be displayed with the employee’s name listed in the upper right-hand corner. For bookings, employees must click “Book Travel/Manage Online Trips,” located on the left-hand side of the screen, to be taken into the Concur system. The online booking fee is $7.00. An HR integration was created to provide Christopherson with basic demographic information for active LSU employees, including employed graduate students, to create profiles. Profiles will be created in the CBT Concur Online Booking System as employee HR records are approved and in an active status.

Travel Reimbursement Requirements

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.

B. Travel with Overnight Stay

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

C. Alcohol - Reimbursement for alcohol is prohibited.

The maximum allowance for meal reimbursement for single day travel is $43.
1. Breakfast & Lunch: $24 - Travel must begin at/or before 6 am
2. Lunch: $14
3. Lunch & Dinner: $43 - Travel must end at/or after 8 pm

D. Travel with OverNight Stay

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

E. 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 USPark’s uncovered lot is preferred (receipt required). If parking at another facility, for uncovered parking, reimbursement is actual (receipt required);
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/limosines and taxis may be given and must not exceed 20% of the total charge.

Luggage Charges

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

1. When traveling with heavy or bulky materials or equipment necessary for business.
2. The excess baggage consists of organization records or property.

Prior Written Approval Requirements

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

Before any travel arrangements are made or paid, travelers are required to obtain the prior approvals using the appropriate travel/spend authorization in Workday or travelers may be at risk of not being reimbursed.

Meals Reimbursement Schedule

<table>
<thead>
<tr>
<th>Tier</th>
<th>Meals Area</th>
<th>B</th>
<th>L</th>
<th>D</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>In-state cities, with the exception of New Orleans</td>
<td>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>V</td>
<td>Baltimore, Boston, San Francisco, Seattle, Chicago, International cities</td>
<td>212</td>
<td>212</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Alexandria &amp; Arlington, VA, New York City, Washington, DC</td>
<td>200</td>
<td>200</td>
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</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.

Routine Lodging Reimbursement Schedule

<table>
<thead>
<tr>
<th>Tier</th>
<th>Lodging Area</th>
<th>Routine Prior to 10/1</th>
<th>Routine Effective 10/1</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>In-state cities (except as listed)</td>
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<td>96</td>
</tr>
<tr>
<td></td>
<td>Alexandria/Leesville/Natchitoches</td>
<td>99</td>
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<tr>
<td></td>
<td>Baton Rouge – EBR</td>
<td>100</td>
<td>99</td>
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<tr>
<td></td>
<td>Baton Rouge – Lod Cook only</td>
<td>110</td>
<td>109</td>
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<tr>
<td></td>
<td>Covington/Slidell - St. Tammany</td>
<td>96</td>
<td>96</td>
</tr>
<tr>
<td></td>
<td>Lafayette</td>
<td>96</td>
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<tr>
<td></td>
<td>Lake Charles - Calcasieu</td>
<td>96</td>
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<tr>
<td></td>
<td>New Orleans - Orleans, St. Bernard, Jefferson and Plaquemines parishes (Jul – Sept)</td>
<td>117</td>
<td>117</td>
</tr>
<tr>
<td></td>
<td>New Orleans - Orleans, St. Bernard, Jefferson and Plaquemines parishes (Oct – Dec)</td>
<td>_</td>
<td>136</td>
</tr>
<tr>
<td></td>
<td>New Orleans - Orleans, St. Bernard, Jefferson and Plaquemines parishes (Jan – May)</td>
<td>_</td>
<td>158</td>
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<tr>
<td></td>
<td>New Orleans – Orleans, St. Bernard, Jefferson and Plaquemines parishes (June)</td>
<td>_</td>
<td>136</td>
</tr>
<tr>
<td></td>
<td>Out-of-state (except cities listed in Tiers III &amp; IV)</td>
<td>96</td>
<td>96</td>
</tr>
</tbody>
</table>

Appendix B for the specific approval authority.