HAPPY NEW YEAR 2023!

Happy Valentine's Day
Travel Presentation
LaCarte Card

- Preferred method of payment if traveling on university business
- AS700, LaCarte Enrollment form requires Department Head approval
- Provided as a means for travelers to avoid having to use personal funds

**Reminders:**
- Employees should use their LaCarte card for booking their own travel expenses.
- Employees should not book travel expenses for other employees
- Meals and/or personal incidentals should not be charged on the LaCarte card
Christopherson Business Travel (CBT) is the State of Louisiana contracted travel agency. The contact information for CBT is provided below. For more information on CBT, please refer to the New Travel Agency section on the Accounts Payable & Travel website.

**CBT UNIVERSITY TRAVEL TEAM**
Monday – Friday 7a.m. – 7p.m. CT  
P: 800-961-0720  
E-mail: Statelauniv@CBTravel.com

**Domestic and International Travel Advisors***
- Darryl Truelove: 720.200.4118 Darryl.Truelove@cbtravel.com  
- Ericka Krzykwa: 801.327.7724 Ericka.Krzykwa@cbtravel.com  
- Kelley Kokes: 801.327.7678 Kelley.Kokes@cbtravel.com  
- Kelly Arens: 801.327.7707 Kelly.Arens@cbtravel.com  
- Jay Rowley: 801.327.7634 Jay.Rowley@cbtravel.com  
- Michelle Yanez Newcomb: 801.327.7635 Michelle.Yaneznewcomb@cbtravel.com

**Group Travel Agents***
- Tonja Smith: 205.874.8540 Tonja.Smith@cbtravel.com  
- Charlotte Liner: 205.874.8530 Charlott.Liner@cbtravel.com

*Note: Travelers/Departments are encouraged to send e-mails to the main e-mail address, but it is acceptable to contact one of the Advisors directly; however, please do not send an e-mail to all Advisors at once as it will delay respond time for other requests.
Summary of pertinent information:

1. Christopherson Business Travel normal business hours are 7:00am to 7:00pm CST Monday-Friday.

2. The agent-assisted transaction fee is $24 for domestic and $31 for international.

3. Any calls to (800) 961-0720 made between 7pm and 7am CST will roll over to the After-Hours Service Provider. After-Hour services should be for limited to true emergencies. Airfare bookings should be made during normal business hours.

CBT Concur Online Booking System is available on myLSU!
The link to CBT Concur Online Booking System is located on myLSU under Travel Resources. Upon myLSU login and clicking the link, users will land on the Header screen in Airportal. Users must click, Book a Trip on the left-hand side of the screen to be taken into the Concur site. The online booking fee is $7.
HR Integration Update

- **Concur System** updates impacted our integration/HR Feed for creating user profiles.

- New hires & employees changing departments

- We are in the queue awaiting the fix!

- CBT has been working diligently to create profiles manually until the matter is resolved

- Continue to contact Jennifer Driggers at jdrigg@lsu.edu or Kathleen Patrick at kelder1@lsu.edu
Centrally Billed Accounts (CBAs)

- CBA Approval Issues
  - Some departments have not received the CBA Approve/Deny e-mails

- Travel Arrangers are encouraged to use LaCarte as payment for guests or student airfare bookings

- Advisor’s training issue & CBT has been working diligently with the advisors

- Contact Jennifer Driggers at jdrigg@lsu.edu or Kathleen Patrick at kelder1@lsu.edu
In Progress

- **Customer Service Survey**
  - Requestors (i.e., Traveler/Travel Arranger) will receive the survey via e-mail after bookings
  - Responses are encouraged
  - Survey link will be published on the Accounts Payable & Travel website

- **Transition CBAs to 100% LaCarte via Travel Arranger Profile**
  - Pay for guest and student airfare
  - Simplify the booking process and expedite payment
International Travel – Is the location High Risk?

- Review the **U.S. Department of State** website for the travel advisories as referenced in **FASOP AS-18, High Risk Travel to Restricted Regions**

- High Risk travel approval is required for countries with a travel advisory of either:
  - Level 3: Reconsider Travel
  - Level 4: Do Not Travel

- Prior approval from the Office of Academic Affairs via a recommendation from the International Travel Oversight Committee (ITOC) **at least 30 days in advance** of the proposed departure date or as soon as the trip is known.

- High Risk travel forms listed below must be submitted to Patrice Gremillion at pgremill@lsu.edu:
  - AS295, Request to Travel to Restricted Regions for Individual Travelers, or
  - AS296, Request to Travel to Restricted Regions for Student Study Trips

- Academic Affairs will return the forms to the requesting department with a final decision
- Spend Authorization should be initiated with the approved high risk travel forms attached
Spend Authorization for Workers

- Spend Authorization should be completed and fully approved prior to making any travel arrangements and/or traveling.

- Spend Authorization is required regardless of who pays (i.e., University or a third-party) for the travel expenses.

- Employees traveling without an approved Spend Authorization may be deemed personal.

- University reserves the right to withhold reimbursement and/or take disciplinary actions for unauthorized travel.
Spend Authorization Requirements

- Start/End Travel Dates – Include any personal travel dates

- Description – Include departure and return destinations
  - List all locations if multiple travel locations

- AS292-A: Spend Authorization Attachment – Attach if any of the below criteria applies:
  - Personal dates of travel/destinations
  - High risk travel to a restricted region
  - Travel greater than 30 days at one business location
Spend Authorization Not Required

- **Virtual Meeting with no Physical Travel**
  - Expense Item – Training Fees and Registrations

- **Physical Travel/In-person Meeting (within domicile city)**
  - Expense Item – Registration Fees/Local
Travel Authorization for Non-Workers

- Workday
  - External Committee Member (ECM)
    - University Guests
    - Non-employed Student
  - Spend Authorization for Non-Worker (ECM)

- Paper Form
  - AS516: Request For Authorization To Travel For Non-Worker
Ethics Reporting

- Travel expenses, including travel scholarships, covered by a third party or a sponsor are subject to the reporting requirements in R.S. 42:1111 Code of Governmental Ethics.

- Pursuant to La. R.S. 42:1123(41), any public servant who accepts complimentary admission, lodging, or transportation to and from an educational or professional development, seminar or conference shall file an affidavit with the Board of Ethics within 60 days after such acceptance.

- It is the employee’s responsibility to properly complete and submit to the Board of Ethics via the disclosure form.
Disclosure Form 413

- Latest version of form must be completed (revised Dec 2022)
- Form will be deemed unacceptable if not fully completed
- Handwritten signature is required
- Electronic signatures not acceptable
- Agency Head (or designee) signature is required
- Signed form should be attached to the Spend Authorization/Expense Report
Ethics 413 Form

- The Board of Ethics requires the employee to file their Ethics 413 form electronically.
- Steps for submitting the form electronically:
  - Louisiana Ethics Administration Program (la.gov)
  1. Select Form from drop down list: Complimentary Admission, Transportation, and/or Lodging
  2. Filer Name, E-mail Address, and Phone Number must be provided
  3. Check box – I’m not a Robot
  4. Choose File
  5. Click Upload
- For questions, please contact Ashley Wimberly at the Board of Ethics at 219-5600. If Ashley is not available, please ask for Traci or Kathleen.

Once the form is uploaded, the employee will receive an e-mail message as follows:
File successfully uploaded on 1/25/2023 at 12:59 PM
Travel Expense Reports

<table>
<thead>
<tr>
<th>Month</th>
<th>Saved For Later</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 2022</td>
<td>1</td>
</tr>
<tr>
<td>July 2022</td>
<td>5</td>
</tr>
<tr>
<td>August 2022</td>
<td>7</td>
</tr>
<tr>
<td>September 2022</td>
<td>13</td>
</tr>
<tr>
<td>October 2022</td>
<td>20</td>
</tr>
<tr>
<td>November 2022</td>
<td>41</td>
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<tr>
<td>December 2022</td>
<td>66</td>
</tr>
<tr>
<td>January 2023</td>
<td>103</td>
</tr>
<tr>
<td>February 2023</td>
<td>20</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>276</strong></td>
</tr>
</tbody>
</table>
Airfare

**Requirement**

- Include the airfare receipt from CBT that includes the total amount charged.
- If the airfare was booked and then there is a change, a justification for the change must be provided.
- If airfare is reused from a previous canceled trip, the expense report number should be referenced to show the original airfare charge.

**Documentation Example**

![Airfare Receipt Image]
Fee (Registration)

**Requirement**

**Conference Travel**
- The conference agenda must be included in the supporting documentation attached to the Expense Report as the agenda provides the conference meal information.
- A formal agenda, program, or letter of invitation along with an itemized paid receipt.
- If the receipt is not itemized, the traveler must disclose what the registration fee covers.
- Disclose if any meals were provided.

**Documentation Example**

![Example Image]
Lodging

Requirement

☐ If conference hotel, include documentation that confirms it is a conference hotel and the nightly rate.
Vehicle Rental

Requirement

- Enterprise, National and Hertz
  - Both in-state and out-of-state travel
  - Use is mandatory for university employees, students, and/or authorized travelers on official university business.
  - Justification must be included for a vehicle rental over a mid-size/standard vehicle.
  - Estimated rental agreements are not accepted
As of January 1, 2023, the mileage rate increased to **65.5** cents per mile (up from 62.5).

If using beginning and ending odometer readings, attach a mileage log or include in the expense report line memo field.

If using a website mileage calculator, attach the complete documentation that indicates to/from addresses and total miles traveled.

If there are multiple travel locations (in-state travel), a detailed breakdown of travel by day must be provided.
Shuttle/Taxi (includes Uber/Lyft)

Requirement

☐ Final paid itemized receipts which includes the tip (up to 20%) and payment information are required for reimbursement.

☐ *Wait times charges are considered a personal expense and are not reimbursable.*
Meal (Per Diem)

**Requirement**
- Meals should be requested as a total amount on one expense item line.
- Prefer to use the [GSA Per Diem Lookup Tool](#).
  - Include a printout of the results.

**Documentation Example**

```
Your search for Orlando, Florida (Orange including Orlando)
Estimated per diem total: $1024.50 (Max lodging total + M&E total)
Lodging breakdown: October 13, 2022 - October 18, 2022

<table>
<thead>
<tr>
<th>Date</th>
<th>Daily Rate # of Nights Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>October</td>
<td>$129</td>
</tr>
<tr>
<td></td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>$645</td>
</tr>
</tbody>
</table>

Max lodging total: $645

Meals & incidental expenses breakdown: October 13, 2022 - October 18, 2022

<table>
<thead>
<tr>
<th>Days, Month</th>
<th>Daily Rate # of Days Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>First day</td>
<td>(10/13/22)* $51.75 1 $51.75</td>
</tr>
<tr>
<td>Full day</td>
<td>(Oct) $69 4 $276</td>
</tr>
<tr>
<td>Last day</td>
<td>(10/18/22)* $51.75 1 $51.75</td>
</tr>
</tbody>
</table>

*The first and last calendar dates of M&E are calculated at 75%.
M&E total: $379.50
```
## Spring Travel Trainings

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 8, 2023</td>
<td>9:00 AM – 11:00 AM</td>
</tr>
<tr>
<td>April 6, 2023</td>
<td>1:00 PM – 3:00 PM</td>
</tr>
<tr>
<td>May 3, 2023</td>
<td>9:00 AM – 11:00 AM</td>
</tr>
</tbody>
</table>

*Register for a training class on [LSU Training and Event Registration](https://mylsu.lsu.edu) via myLSU*
Travel Contacts

Andrea Chu – andreachu@lsu.edu

Caitlin Cox – ccox40@lsu.edu

Jonathan Fresina – jfresi1@lsu.edu

Kathleen Patrick – kelder1@lsu.edu

Jennifer Driggers – jdrigg@lsu.edu
QUESTIONS?