Travel Updates
Enterprise/National Vehicle Rate Changes

- Rental vehicle rate change effective September 15, 2022

- Accounts Payable & Travel website has been updated to reflect the new rates

- The rates in effect prior to September 15th are still available on the AP & Travel website
PM-13, University Travel Regulations, has been updated to reflect the travel changes:

<table>
<thead>
<tr>
<th>Appendix</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appendix A1</td>
<td>July 1, 2022 – September 30, 2022</td>
</tr>
<tr>
<td>Appendix A2</td>
<td>October 1, 2022 – June 30, 2023</td>
</tr>
</tbody>
</table>

The applicable Appendix should be used
Mileage Rate Change

- Mileage rate is U. S. General Services Administration (GSA) rate
- Current mileage rate 62.5 cents per mile
- GSA mileage rate can be found:
  

<table>
<thead>
<tr>
<th>July 1, 2022 – September 30, 2022</th>
<th>October 1, 2022 – June 30, 2023</th>
</tr>
</thead>
<tbody>
<tr>
<td>62 cents per mile</td>
<td>62.5 cents per mile</td>
</tr>
</tbody>
</table>
Rates for Lodging, Meals and Incidental Expenses (M&IE) for October 1, 2022 – June 30, 2023, will be as follows:

<table>
<thead>
<tr>
<th>Resource</th>
<th>Destination</th>
</tr>
</thead>
<tbody>
<tr>
<td>GSA (General Services Administration)</td>
<td>48 Continental United State, including District of Columbia</td>
</tr>
<tr>
<td>PM-13 (University Travel Regulations), Appendix A2</td>
<td>Alaska, Hawaii, and U. S. Territories which include Puerto Rico, U. S. Virgin Islands, American Samoa, Guam, and Saipan</td>
</tr>
<tr>
<td>U. S. Department of State</td>
<td>International Travel</td>
</tr>
</tbody>
</table>
General Services Administration GSA) M&IE & lodging rates can be found:


- Rates for 48 Continental United States, including District of Columbia
- M&IE are inclusive of taxes and tips, receipts not required
- IE includes tips for valets, porters, baggage carriers, hotel staff and complimentary shuttle services.
- Lodging, itemized receipt required
GSA – Single Day Meal Change

- Use GSA M&IE daily rate for the destination city
- Must not exceed 75% of the M&IE daily rate
- Taxable income to LSU employees
- Must be in travel status minimum of 12 hours (no overnight stay)
Rates for lodging and Incidental Expenses (M&IE) for October 1, 2022 – June 30, 2023, can be found in PM-13, Appendix A2:

- Alaska, Hawaii and U. S. Territories which include Puerto Rico, U. S. Virgin Islands, American Samoa, Guam and Saipan (Domestic Travel)

- M&IE rates (Inclusive of taxes and tips, receipts not required):
  - Breakfast $17.00
  - Lunch $18.00
  - Dinner $35.00
  - Incidentals $5.00 (includes tips for valets, porters, baggage carriers, hotel staff and complimentary shuttle service)

- Lodging Rate $175/night, itemized receipt required
Lodging, Meals and Incidental Expenses (M&IE)

Rates for International travel

- Lodging, M&IE rates are inclusive of taxes and tips, itemized receipt required for lodging
- IE includes tips for valets, porters, baggage carriers, hotel staff, complimentary shuttle services, and Laundry/dry cleaning services.