Business Manager Meeting

Travel Updates
Christopherson Business Travel (CBT)

- **Concur System** updates impacted CBT’s customers with integrations/HR Feeds for creating user profiles

- **New hires & employees changing departments**

- SOLA/LSU Account Manager with CBT has been working diligently to create profiles manually until the matter is resolved

- Contact Jennifer Driggers at jdrigg@lsu.edu or Kathleen Patrick at kelder1@lsu.edu
CBA Approval Issues

- Some departments have received the CBA Approve/Deny e-mails

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

SOLA/LSU Account Manager with CBT has been working diligently to resolve the issues

Contact Jennifer Driggers at jdrigg@lsu.edu or Kathleen Patrick at kelder1@lsu.edu
CBT – Response Time Update!

- CBT UNIVERSITY TRAVEL TEAM
- Monday – Friday 7a.m. – 7p.m. CT
- Contact Information
  - Toll Free Phone: 1.800.961.0720
  - Local Phone: 205.874.8538
- E-mail: Statelauniv@CBTravel.com
  - After Hours: 1.800.961.0720 -Reference ID code 9AW
  - International After Hours: 801.327.7742 -Reference ID code 9AW
Contact Information for SOLA/LSU CBT Advisors

- **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.*
CBT Issues or Concerns

- Report any CBT issues or concerns
  - Jennifer Driggers at jdrigg@lsu.edu
  - Patrice Gremillion at pgremill@lsu.edu

- Appreciate your continued support and patience as CBT continues work through all issues
10/1 Policy Changes Reminder!

- Mileage, Reimbursement for Lodging and Meals and Incidentals (M&IE)
  - Mileage rate increased to $0.625 cents per mile for travel dates 10/1/2022 and after
  - Lodging and Meals and Incidentals expenses:
    - GSA rates
    - Domestic Travel: GSA Rates, except for Alaska, Hawaii, and US Territories
    - International Travel: U.S. Department of State Rates

- To avoid travel reimbursement delays:
  - Please attach the supporting lodging and M&IE allowance calculations to the expense reports.
  - AS350 Form is encouraged or the GSA per diem tool.
Other Reminders!

- **Spend Authorization Requirement**
  - Spend Authorization should be completed and fully approved prior to making any travel arrangements and/or traveling.
  - Spend Authorization should include the appropriate pertinent information (start date of travel, end date of travel, destination of travel, and purpose of travel).
  - Spend Authorization is required regardless of if University pays or a third-party pays for expenses.
  - Employees traveling without an approved Spend Authorization in Workday travel expenses maybe a deemed a personal expense.

- **Spend Authorization is not Required**
  - Virtual/No Actual Travel or In-person Local Travel
Other Reminders!

LaCarte Card
- LaCarte is the preferred payment method if traveling on university business.
- Employees should use their LaCarte card for booking their own travel expenses.
- An employee should not book travel expenses for another employee, but in some cases, an exception has been granted.

Receipts
- Please make sure the receipts are official itemized receipts and the appropriate documentation is attached before submitting the expense reports for approvals.

Safeguard Payment Information
- Remove credit card numbers, expiration dates and security codes from all receipts and documentation submitted. Only the last 4 digits of the credit card number should be visible on the receipt.