Date: June 29, 2020
To: LSU Leadership
From: Daniel T. Layzell, Executive Vice President for Finance and Administration/CFO
Subject: Travel Changes to PM-13 effective July 1, 2020

PM-13, University Travel Regulations, has been updated to reflect the changes to the travel policy effective July 1, 2020. PM-13 includes Appendices to better serve the travelers, departments and all LSU entities. Appendix A is a Summary of Travel Rates; Appendix B is a Summary of Approval Authority specific to each campus for certain travel expenses.

The following is a summary of the key policy changes:

1. Travel/Spend Authorizations must be fully completed and approved. If any travel expenses are paid prior to travel authorization approvals, the employee may be at risk of not being reimbursed.
2. Mileage rate decreased to 57 cents per mile.
3. The routine lodging rate for Baton Rouge remains at $100. Refer to Appendix A for all other lodging rate changes.
4. For all hotel lodging, including AirBnB, only the first night lodging should be paid to secure the reservation. Lodging should not be prepaid in total, payment should be made upon checkout. If the travel is canceled for any reason and the total lodging amount was prepaid, only the first night of lodging may be allowed as a University expense. The other prepaid lodging days will be the responsibility of the traveler.
5. When flying out of the New Orleans, USPARK is the preferred parking lot and uncovered parking is reimbursable with a receipt. If parking at another facility in New Orleans, an employee may be paid actual expenses for uncovered parking, receipt required.
6. Motorcycles/mopeds/motorized scooters (including e-scooters) shall not be used for University travel. Approval of exceptions to this policy may be made by the Department Head if he/she determines that the best interest of the University will be served; in such instances, the driver may also be required to sign a release. No passengers may be transported at anytime on motorcycles/mopeds/motorized scooters (including e-scooters).
7. Vehicle Rental Size - Only the cost of rental of compact or standard/intermediate model is reimbursable, unless 1) non-availability is documented, or 2) the vehicle will be used to transport more than two individuals.

The Short’s Travel Management contract has been extended until December 31, 2020 and any travel bookings should be made with Short’s Travel through December 31, 2020. Effective January 1, 2021, the new contract travel agency will be Christopherson Business Travel. More information will be provided as the transition to the new travel agency is completed.

Other key travel reminders:

1. Enterprise Rent-A-Car remains the in-state travel state contract vendor and use is mandatory for employees. Please refer to the Accounts Payable & Travel website for updated contract rates.
2. Enterprise Rent-A-Car, Hertz and National remain the out-of-state travel state contract vendors and use is mandatory for employees traveling out-of-state. The use is encouraged for non-employee University students, guests and contractors. It is at the traveler’s discretion which rental company is utilized.
3. Personal travel destinations should not be included in business travel airfare. Refer to PM-13 for reimbursement limitations.
4. Travelers/departments should always monitor unused tickets and take them into consideration when making travel arrangements.

The revised policy incorporating the summarized changes will be available on the University Administration and Accounts Payable & Travel websites. If there are any questions or concerns regarding any of the changes, please contact the Central Administration Office on your campus.

cc: Tom Galligan, Interim President
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