Welcome to the new department newsletter devoted to keeping our traveling faculty current on the latest LSU traveling news. This issue will cover changes for the 2017/2018 travel season beginning July 1, 2017.

Spend Authorizations and Expense reports

- **Spend authorizations**: *Don’t select “Final Expense Report for Spend Authorization”* Travel doesn’t want this item checked just in case a supplemental reimbursement has to be created.

- **Destination boxes on item details**: *The only destinations that should be used is “in-state, out of state, or Foreign”*. Travel uses those destinations for reporting purposes and individual cities should not be used because Workday does not have a complete list.

- **Over tipping on expenses**: *The maximum allowed reimbursement for a taxi tip (or any other tip) is 20% of the expense*. Just check your math before submitting this expense to make sure you don’t ask to be reimbursed more than what LSU allows.

- **The AS150 form for Paypal expenses**: is no longer required as long as your receipt contains the following information

  - The vendor’s complete name, address and telephone number;
    - The purchase date;
    - Item quantity and cost;
    - Shipping address (your name and address if you use Paypal to pay a conference registration fee).

You’ll still need to supply the AS150 if your payment receipt doesn’t contain all of this information.
International Travel

All international faculty travel must be registered with LSU Risk Management so that proper insurance coverage can be provided. Workman’s compensation coverage provided when the spend authorization is completed only provides workman’s compensation coverage for travel in the United States.

If you have an accident or become ill while overseas and have not registered with Risk Management, you may not have insurance to cover the expenses. In most cases employer health insurance coverage doesn’t extend outside the United States. But if it did, your out of pocket costs could be astronomical for being out of network. Here’s the link to register international travel:

http://www.lsu.edu/riskmgt/internationaltravelregistry.php

Travel to High Risk Countries

The rules have changed! Effective January 10, 2018, The U.S. Department of State implemented a new system of categorizing travel advisories. The new categories are:

a)  **Level 1 - Exercise Normal Precautions:** This is the lowest advisory level for safety and security risk. There is some risk in any international travel. Conditions in other countries may differ from those in the United States and may change at any time.

b)  **Level 2 - Exercise Increased Caution:** Be aware of heightened risks to safety and security. The Department of State provides additional advice for travelers in these areas in the Travel Advisory. Conditions in any country may change at any time.

c)  **Level 3 - Reconsider Travel:** Avoid travel due to serious risks to safety and security. The Department of State provides additional advice for travelers in these areas in the Travel Advisory. Conditions in any country may change at any time.

d)  **Level 4 – Do Not Travel:** Just don’t go there. This is the highest advisory level due to greater likelihood of life-threatening risks. During an emergency, the U.S. government may have very limited ability to provide assistance to get you out. The Department of State advises that U.S. citizens not travel to the country or to leave as soon as it is safe to do so. The Department of State provides additional advice for travelers in these areas in the Travel Advisory. Conditions in any country may change at any time.

Check your country HERE. Only travel to level 3 and 4 countries will be limited by LSU because of the acute risks associated with health, safety, and security.
A reminder for all high risk travel...**All forms requesting travel to a high risk country must be submitted to the Provost Travel Committee 30 days in advance of the trip.** Required forms can be found on our Faculty/Staff Resources page. Give all your forms to me first so I can keep a copy.

**A reminder about spend authorizations and expense reports**

Don’t forget...the spend authorization **Description** field must be formatted like this:

Baton Rouge, LA to Madison, WI, United States

The Description field should not be confused with the **Justification** field. The **Description** field is the small field on the left side of the page. The **Justification** field is much larger to accommodate travel detail and is on the right side of the page.

Expense report receipts must be listed individually only in the **Attachments** tab in the same order as the line item expenses. Do not place receipts on the individual line items.

Contact Jeannie if you have questions. This newsletter will be posted on the department faculty/staff resources page if you need to reference the information.

**Bon voyage!**