

LSU TRAVEL COMMONLY ASKED QUESTIONS

1. Can I transport someone not authorized to travel in a rented or university owned car while traveling on university business?

Unauthorized individuals including, but not limited to, spouses, children, or other family members should not be transported in University-owned vehicles or rental vehicles, unless an exception approval has been granted by the Department Head, if he/she determines that the best interest of the University will be served and the passenger signs a Hold Harmless Agreement.

2. Can I use another travel agency to book my airline flight?

The contracted travel agency (Short's) is mandatory for booking airfare unless exemptions have been granted prior to travel. Requests for an exemption must document that the traveler saved 10% and experienced a cost saving of at least \$100, not including the service fee.

3. As a graduate student traveling to an approved conference, can I use any travel agency?

Students are now required to purchase airfare through the state contracted travel agency – Short's Travel.

4. I need to rent a car to travel to a conference. Can I use any rental company?

*No. Enterprise Rent-A-Car remains the state contract vendor and use is mandatory for **in-state travel**. Please refer to the Accounts Payable & Travel website for updated contract rates. Enterprise Rent-A-Car, Hertz and National remain the state contract vendors and use is mandatory for **out-of-state travel**. It is at the traveler's discretion which rental company is utilized. Justification and authorization is required if a large vehicle is rented.*

5. Can I claim the cost of rental car insurance I purchased when renting a car for travel in the US?

No. Insurance can only be claimed when renting an approved vehicle outside the United States.

6. I booked my hotel through a web based travel agency. Do I still need a detailed receipt from the hotel showing a zero balance due?

Yes. LSU Travel requires a detailed hotel folio (receipt) showing the charges per night and a zero balance due regardless of how the hotel room was booked.

7. I shared a hotel room with someone and paid the other traveler or the hotel my share of the room expenses. What do I do?

You must provide proof of what you paid the other traveler in the form of a copy of a personal check made payable to the other traveler. If you paid the hotel you'll need to provide a detailed receipt showing what was paid and that you left the hotel with a zero balance due.

8. I'm planning to leave a few days before a conference or I'm planning to stay a few days after a conference. Do I need to do anything?

Yes. You must provide a narrative explaining how your activities are related to your job and LSU business.

9. My trip extends beyond 30 days. Is there anything special I need to do?

Yes. You must provide a detailed itinerary explaining your activities.

10. Can my travel funds be used for a research trip or must they be used strictly for conference participation?

Travel funds provided each year by the dean's office can be used for research travel provided that the research receives Office of Research and Development (ORED) funding first and your existing funds are not exhausted. Note that travel funds for research are not in addition to your regular yearly travel funds. You will only have available the balance of your travel account. If your travel funds for the year are exhausted, then you will not receive additional funds from the dean's office for research related travel.

11. Where can I find detailed travel rules?

Detailed travel regulations are described in [PM-13](#). Questions and concerns should be addressed in the department first, but if you would like to address a concern with Travel you can reach them at 578- 1550.