

# The Campus Traveler

## Planes, Trains & Automobiles

August, 2017

Welcome to the department newsletter devoted to keeping our traveling faculty current on the latest LSU traveling news and information. This issue will discuss rules regarding modes of travel.

### *Train Travel*

PM-13 states that train travel reimbursement is subject to these requirements:

- Travelers must use an economy class ticket with no sleeping cabin
- Only one day of travel by train before and after a conference or meeting
- Travelers must provide a Short's Travel airline ticket airfare showing the lowest logical airfare for the same trip to demonstrate that train travel was the most cost effective means of travel.

Trains travel is commonly used overseas so travelers will need to provide a short translation if the ticket is in a foreign language. You can write the English translation on the ticket. Travelers also need to provide the printed ticket cost from Oanda.com, the day of travel – the expense Yahoo or similar site for not the day you created the expense report. It also wouldn't hurt to provide a paragraph explaining why train travel was necessary. If air travel between the departure and arrival cities wasn't available, please attach a statement to the expense report explaining why airfare wasn't available (cities close together, no airports, etc.).



### *Airline Travel*

Travelers wanting to be reimbursed for an airline ticket are required to use the State of Louisiana contracted vendor Short's Travel to buy airline tickets. However, if a traveler can provide documented evidence that a ticket purchased from another company is at least 30% cheaper for the same itinerary the traveler can petition Accounting Services to use the non-contracted vendor.

In order to do this the traveler must provide a printed Short's Travel itinerary showing the ticket cost and the other itinerary showing the ticket cost. Please note that traveler's must first ask Short's if they can meet the other vendor's price or sell the same ticket for less. If Short's can do this, then the traveler must use Short's Travel. If Short's can't match the other vendor's price, the traveler must provide printed confirmation from Short's Travel that will be included with the petition.

If you decide to petition Accounting Services to use the other vendor's ticket, please don't buy the ticket until the petition is approved! A petition is just a request. Don't assume that the petition will be approved. Accounting Services can always say no. If you buy the other vendor's ticket before receiving permission and Accounting Services declines your petition, you'll be stuck with a non-reimbursable airline ticket.



### *Travel by Car*

#### Rented and University Cars

PM-13 spells out rules regarding use of personal cars, university vehicles, and rented cars. Basically you must rent from Enterprise. The rules are too numerous to list all of them here, but I want to discuss lesser known rules about traveling in a rented car, university car or a personal car.



Travelers using a rented or university car while in university travel status must not have unauthorized friends, spouses, children, etc. in the car. If a traveler decides to give an unauthorized person a ride in the rented or university car, *the person or*

*person's guardian* must fill out the [Risk Management Driver Passenger Acknowledgement Form](#) acknowledging the fact that **LSU assumes no liability for any loss, injury, or death resulting from unauthorized people in the car. Any loss, injury, or death of an unauthorized person in a rented/university car will be covered by the driver's personal insurance.**

*There is no mileage reimbursement with a rented or university vehicle.* However, a traveler using a rented car will be reimbursed rental fees and gasoline when receipts are attached to the expense report.

## Personal Cars

Travelers using personal cars for university business (travel), must by LSU Policy PM-13, submit to LSU Property Management form [DA-2054](#) prior and complete the on-line [LSU Environmental Health & Safety defensive driving training](#) *prior to departure*. This certification must renewed every three years.

Mileage is reimbursable but not gasoline. When use of a privately owned vehicle has been approved for out-of-state travel for the traveler's convenience, the traveler will not be reimbursed for in route expenses (hotels, etc.). The total reimbursement will not exceed the cost of the lowest logical airfare to the same destination obtained at least *14 days from departure*. Hence, the traveler will need to attach to the expense report a Short's Travel round trip itinerary to the same destination dated 14 days prior to the date of departure.

Accidents causing loss, injury or death while on approved university travel in a personal car will be covered by the *traveler's* personal insurance policy. However, LSU Risk Management will reimburse up to \$1000 of the policy holder's deductible. *Accidents involving university, rented or personal cars driven on approved university business must be reported to Risk Management within 48 hours of the accident* using their on-line [Risk Management Auto Accident Reporting Form](#).

Lastly...non-employee LSU students, guest speakers, and/or contractors are not covered by State of Louisiana Risk Management or LSU's insurer. They cannot drive a university vehicle or a car rented for university business.

Repairs and/or routine maintenance needed for a personal car while driving on university business is not reimbursable.

If you're unsure about any travel policy please read [PM-13](#) before committing funds to things like non-refundable airline tickets, etc.

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.

