

The Campus Traveler

LSU Department of Foreign Languages & Literatures
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Inside This Issue

- 1 What's new for FY2019/2020
- 2 Penalties for Duplicate
Airfare Bookings

A U.S. driver's license is required to operate a rented or personal vehicle used for official travel

What's new for 2019/2020

Welcome back!

July 1, 2019 LSU Accounting Services published a new set of travel rules effective Fall 2019.

- The mileage rate increased to 58 cents per mile.
- Tier III routine lodging increased to \$170 per night. All other lodging rates remain the same.
- Breakfast meal per diem increased by \$1 for all Tiers, only Tier I & II increased by \$1 for lunch, on Tier IV, lunch increased by \$2. All other rates remained the same.
- No traveler may operate a vehicle without a valid **U.S. driver's license** in his/her possession (the physical license or a state-approved electronic version).
- Public transportation to and from the airport, while on official University business travel, may be reimbursed with a receipt.

Receipts are required to be reimbursed for airport parking.

- Tips may be paid one time up to \$5 upon each hotel check-in and upon each hotel checkout, if applicable.
- Tips may be paid one time up to \$5 for airport out-bound departure trip and for the inbound departure trip. (Maximum total for entire trip is not to exceed \$10).
- Parking at the Baton Rouge airport contract rate is \$4.50 per day (**receipts required for reimbursement**); Parking when flying out of the New Orleans airport, the Park 'N Fly contract rate is \$8.50 per day and \$59.50 weekly (**receipts are required for reimbursement**). If parking at another facility in New Orleans, an employee may be reimbursed for actual expenses up to \$8.50 per day with a receipt.
- Short's Travel Management remains the State of LA State Travel Agency. Travelers are encouraged to make booking arrangements using Short's Travel Online for a service fee of \$2. The agent-assisted service fee is \$19.50.
- **Enterprise Rent-A-Car, Hertz and National remain the out-of-state travel state contract vendors and use is mandatory for employees.** The use is encouraged for non-employee University students, guests and contractors. It is at the traveler's discretion which rental company is utilized.



New! Penalty for Duplicate Airfare Bookings

LSU has been informed by Short's Travel that Southwest Airlines is billing them for duplicate airline reservations and Short's Travel will start passing the cost down to LSU. The current cost is \$150.00 per duplicate reservation. *The credit card used to make the duplicate booking will be charged \$150.*

This is not a reimbursable expense!!!

At this time, Southwest Airlines is the only carrier, but other airlines may also implement this same practice.

As a result, Short's Travel has implemented a change in the approval process for Southwest Airlines reservations to reduce the number of duplicate bookings. ***The approval requirement for Southwest Airlines is now same day, including any reservations made on weekends.***

How can you avoid duplicate bookings?

Travelers must allow the online booking tool time to process the reservation. ***Do not click the submit button more than once or click the back button to start over. This is how duplicate bookings are being created.*** If the system is not working correctly or an error is received, the traveler should contact the Online Support at onlinesupport@shortstravel.com or click on the link in the system for further assistance.

