



# The Campus Traveler

July, 2017

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. What's new?

The AS292a will now only be required when a traveler needs to:

- Disclose personal travel
- Request Department of State rates
- Travel to high risk destinations
- Travel longer than 30 days

If your travel doesn't fall into any of these categories, you can skip filling out and attaching the AS292a to the spend authorization.

Spend authorizations must include the following information:

- **Start date field:** Must be the actual first day of travel
- **End date field:** Must be the actual end date of travel
- **Description field:** Must include the departure and destination information formatted like this:

*“Departure city, state to business destination city, state, or city, country for international travel.*

Baton Rouge, LA to Madison, WI, United States

- **Justification field:** must include a detailed business purpose of the travel

### Lodging costs in excess of 50% of the allowable amount

If you anticipate spending at least 50% more than the published lodging reimbursement limit as seen in PM-13 and the Traveler's Pocket Guide, the Department Chair must approve the overage by providing a written approval that will be attached to the expense report.

### Renting a car

If you need to rent a car larger than the PM-13 allowable intermediate size vehicle, you must submit a written justification to the department Chair who must approve the request. The approved request must be attached to the expense report.

When travel with a rental car ends after the close of business Friday or on a weekend, *the traveler* must inform Enterprise in advance so that rental fees are not charged for weekend days. *The traveler* must ensure that rental fee credits for weekend days are applied to the invoice. The invoice showing the credit must be attached to the expense report.

### The revised AS292a

The AS292a has been revised and will be uploaded to the department faculty/staff resources web page in case any of you need to use the form. *Please note that prior approvals and justification fields have been removed from the 2017/2018 form.* When expense reports are submitted, they will be audited in the department to validate and document the reasonableness of expenses exceeding PM-13 allowable amounts. The expense reports will also be checked for the signed approvals discussed above if approvals are required.

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!*

