

## IMPORTANT INFORMATION REGARDING

er the travel risk, especially at the

d/or testing while on University business  
ents are encouraged to assess the travel  
changes in their management of travelers  
requirements that results in even higher

### **Travel Approvals:**

#### **Domestic Travel (In-state & Out-of-State):**

- Spend Authorization must be completed and approved prior to making travel arrangements (booking air fare, securing lodging, paying conference registration, etc.)

#### **International Travel (Out of the U.S.):**

- Only essential international travel should be requested
- Spend Authorization must be completed and approved prior to making travel arrangements (booking air fare, securing lodging, paying conference registration, etc.)
- Request to Travel to a High Risk Region

Subject to FASOP AS-18, High Risk Travel to Restricted Regions

U. S. Department of State Travel Advisory of a Level 3: Reconsider Travel or a Level 4: Do Not Travel will require an additional prior approval

High Risk travel forms (i.e., AS295 or AS296) must be completed and sent to Patrice Gremillion at [pgremill@lsu.edu](mailto:pgremill@lsu.edu) to have the request expedited to the International

Travel Oversight Committee (ITOC) for review/recommendation

Office of Academic Affairs will make the final decision upon the ITOC's

recommendation and inform the traveler/requesting department of the decision

Spend Authorization must be completed and approved prior to making travel arrangements (booking air fare, securing lodging, paying conference registration, etc.). The approved high risk travel form must be attached.

### **Travel Arrangements:**

As travel arrangements are made for approved business travel, the following conditions must be met:

- 1) Lodging cannot be paid in advance, and the first night lodging must be refundable. (Travelers should be aware of hotel's cancellation policy)
- 2) Conference registration must be refundable.

**For questions, please contact Patrice Gremillion at [pgremill@lsu.edu](mailto:pgremill@lsu.edu) or at 578-3366.**