

## University Travel

The purpose of this brochure is to provide a general overview of PM-13, University Travel Regulations, and to educate employees who travel on University business. Employees are encouraged to visit the Accounting Services website at <http://www.lsu.edu/administration/ofa/oas/#>, click Department then click Accounts Payable (AP) & Travel, Travel, Policies and Procedures to obtain the most current version of PM-13 to review the complete set of travel rules and regulations as well as any other forms or policies related to travel. Failure to comply with regulations can result in non-reimbursement of travel expenses.

University policies mandate that all airfare is purchased through the state-contracted travel agency, **Christopherson Business Travel**. Lowest logical fares must be purchased from the state-contracted travel agency unless approval has been granted **prior to travel** to purchase the airfare from an alternate agency, resulting in a 10% cost savings amounting to at least \$100, not including the service fee. Requests for an exception to use an alternate travel agency or to purchase airfare from a web vendor should be sent to the person who has been delegated this authority on your campus (see PM-13, Appendix B) for consideration prior to purchasing any airfare. All pertinent documentation should be attached to the request. A written response via e-mail granting or denying the exception request will be provided.

Lowest logical fares are penalty tickets that can have restrictions and charge penalty fees for changes or cancellations. If the traveler's schedule changes resulting in a penalty and additional cost to change the ticket, the University will reimburse the penalty incurred when the change or cancellation is required by the University or due to other unavoidable situations approved by the person who has been delegated this authority on your campus (see PM-13, Appendix B).

---

---

---

---

---

---

---

---

---

### Receipt Requirements

Original itemized receipts are required for all travel expenses **except**