

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 <https://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

File by the

the travel

be less

ed travel

to travel

through

weeks and

the state-

the outside

cost. This

el agency

matched

ed to the

re can be

the state-

ill not be

the travel

matched.

Report to

spouse is

Accounts Payable at 578-1550.

Christopherson Business Travel

Christopherson Business Travel (CBT) is the contracted travel agency. The contact information for CBT is as follows:

Phone: 800-961-0

