## 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 <u>https://www.lsu.edu/administration/ofa/oas/</u>, 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 y the traveler's Department Head/supervisor is required on the travel

expense reimbursement request.

International airfares available from other sources may be less expensive than fares available from the state-contracted travel agency. Once an employee has been granted approval to travel internationally, the employee is free to either: 1. Book airfare through the state-contracted travel agency; or 2. If an employee seeks and finds a lower fare available from a source other than the statecontracted travel agency, the employee must obtain from the outside source a copy of the proposed itinerary and the complete cost. This information must be provided to the state-contracted travel agency for review. The agency will determine if the airfare can be matched or beat and, within 24 hours, a response will be provided to the traveler and Associate Director. LaCarte & Travel. If the fare can be matched or beat, the ticket must be purchased from the statecontracted travel agency and an exception request will not be approved. If the travel agency cannot match the price, the travel agency will indicate via e-mail that the itinerary cannot be matched. This approval must be attached to the Travel Expense Report to obtain reimbursement of the cost of the ticket. If no response is received within the 24-hour period, the airplease contact 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

