



report-template.xlsx. The Special Meal Report will be created by the central administrative office responsible for the special meal audit.

6. Parking at the New Orleans Airport:

- a. Surface Lot - \$20/day; Airline Economy Garage - \$12/day; US Park - \$14/day. Receipts are required.

Also, other key travel reminders:

- 1. Christopherson Business Travel (CBT) remains the State of Louisiana contract travel agency and use is mandatory for university business travel. Travelers are encouraged to use CBT's Concur Online Booking System which is available through myLSU under Travel Resources. The online booking fee is \$7, in contrast to the agent-assisted service fee at \$24. For more information on CBT, please refer to the Travel Agency section on the Accounts Payable & Travel website.