





# Business Travel for Employees Requiring Additional Seating

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- Seeing more requests for employees requiring more than one seat on flights
- Allowances for Employees Needing Additional Seating
  - Travel
  - Disability-based accommodation
- Standard Travel Allowances
- ADA Accommodations

# Accounts Payable & Travel

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# Accommodations Not Required - Travel

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- Airfare:
  - Preferred seating (additional leg room) is limited to 10% of coach seating not to exceed \$100.00
  - Second seat required: traveler is allowed 1 ½ seats if no disability. Traveler is responsible for ½ of the cost of second seat. A justification must be attached to the expense report.

# Office of Civil Rights and Title IX

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[ADA Employee Accommodations](#)

# What is a disability?

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- Obesity, solely, is not a disability
- Obesity and another condition are not enough
- Obesity arising from the condition, or treatment of the condition, may qualify as



# Application for Accommodation

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- Complete application online <https://www.lsu.edu/1-800-255-2834>



Have a Great Day!