



Business Travel for Employees Requiring Additional Seating

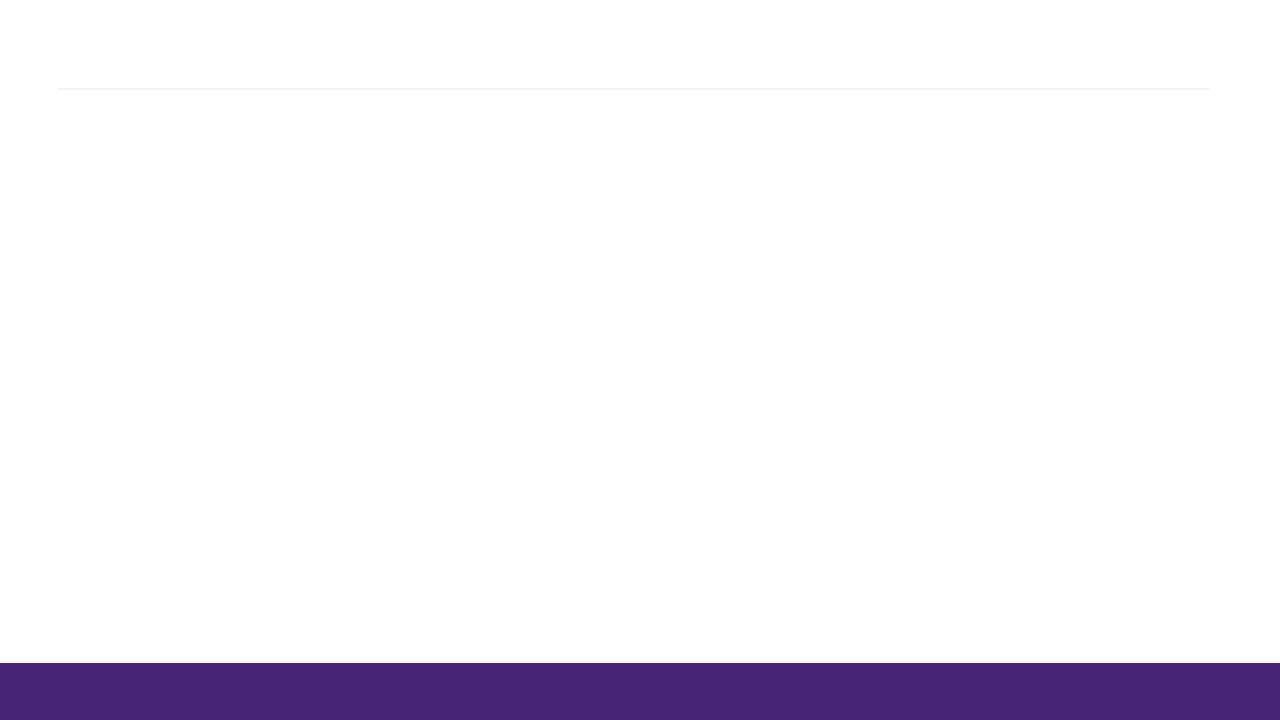
- Seeing more requests for employees requiring more than one seat on flights
- Allowances for Employees Needing Additional Seating
 - Travel
 - Disability-based accommodation
- Standard Travel Allowances
- ADA Accommodations

Accounts Payable & Travel

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Accommodations Not Required - Travel

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

Jennie Stewart ADA Coordinator

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ADA Employee Accommodations

What is a disability?

- 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

• Complete application online https://www.lsu.eT1.8 M/e (c)-2.ng (c).8 ag



Have a Great Day!