



# Travel Updates





‰ Christopherson partnered with Short's Travel Management

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- ‰ Access Concur through CBT's AirPortal link
- ‰ HR Feed (integration)
  - ‰ Employees, including employed graduate students will have profiles created via HR Feed
  - ‰ HR status = Active
  - ‰ Eliminates the manual process for creating profiles
- ‰ Configuration and Testing
- ‰ Online booking tool will be available when all testing is completed





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- ‰ Christopherson will conduct virtual trainings of the online booking tool.
- ‰ The training schedule will be listed on the AP & Travel website under TRAVEL.
- ‰ Participants should register via **LSU Training and Event Registration** to select a training date.

Thursday, Jan 7	10:00 - 11:00am CT
Monday, Jan 11	1:30 - 2:30pm CT
Wednesday, Jan 13	10:00 – 11:00am CT
Wednesday, Jan 20	1:30 – 2:30 pm CT
Thursday, Jan 21	1:30 – 2:30 pm CT
Tuesday, Jan 26	10:00 – 11:00am CT





# Travel Restrictions/Approvals

## Domestic Travel

- ‰ Business travel is limited and subject to additional approvals
- ‰ Domestic travel request requires approvals via TEMP1 form (Request for Domestic Travel during COVID-19 Outbreak)

## International Travel

- ‰ Business travel is prohibited

# Travel

[IMPORTANT TRAVEL UPDATES](#)

[TEMP. REQUEST FOR DOMESTIC TRAVEL DURING COVID-19 OUTBREAK](#)

[TRAVEL INDUSTRY STRATEGIES FOR CLEANLINESS AND SAFETY MEASURES](#)

## NEW TRAVEL AGENCY

[Christopherson Business Travel \(CBT\)](#)

[Christopherson Fees](#)

[CBT Online Booking System](#)

[CBT Training Schedule](#)

[CBT Tuto](#)