



From: Donna K. Torres, CPA
Associate Vice Chancellor for

Accounting and Financial Services

Re: On-line Self-Booking Reservation System, GET THERE

LSU, in partnership with Carlson Wagonlit Travel, is in the process of implementing an on-line self-booking reservation system called Get There. This system will offer travelers the convenience of making their own travel arrangements on airfare, lodging and vehicle rentals - 24 hours a day. Carlson Wagonlit believes that Get There is the fastest, easiest and most user-friendly online booking system. The system features a new user interface, and a host of advanced features.

Using the on-line self-booking system, travelers will be able to:

- Check flight schedules as well as rental car and hotel availability - all including negotiated discounts
- View and book web-fare reservations on a single site.
- Make travel reservations and request tickets.
- Check up-to-the-minute flight status - arrival, departure and gate information.
- Obtain destination information prior to departure.
- Update their travel profile.

The booking fee will be at a 50% discount - \$12. In addition, if a traveler uses Get There for their air reservations, the traveler will be eligible to use meals on the same day for airfare, hotel and other reimbursements.

request reimbursement for meal per diem - meals will not be allowed on LaCarte.

While Get There is in the beta testing phase, Accounts Payable & Travel is working diligently to incorporate the addition of travel onto the LaCarte card. A spreadsheet will be attached if there are active LaCarte cardholders in your department. In order to have travel authority added, the spreadsheet must be completed by marking "Yes" or "No" for each cardholder, and the spreadsheet must be approved by the department head. The spreadsheet

provides a brief overview of the LaCarte Card Program, which includes the cardholder's responsibility, allowable expenses, etc.

Accounting Services and Accounts Payable & Travel are very proud to introduce this new on-line booking tool and the expansion of the LaCarte Card Program. Offering LaCarte as a means of payment for travel expenses will alleviate the burden of out-of-pocket travel expenses and minimize Travel Expense Reimbursement Requests.

If you have any questions, please do not hesitate to contact me at 578-1622, Patricia Gromillion at 578-2266, or Lindsay Berthelot at 578-1538.

As always, thank you for continued support and cooperation.

xc: Chancellor Michael Martin
Provost Astrid Merget
Vice Chancellor Jerry Baudin