
CAMPUS CORRESPONDENCE

Date: July 28, 2011

To: LSU Vice Chancellors, Deans, Directors and Department Heads

From: Donna K. Torres, CPA
Associate Vice Chancellor for
Accounting and Financial Services

Subject: FASOP: AS-02 "University Travel Regulations" - Travel Policy Changes Effective July 1, 2011

FASOP: AS-02 "University Travel Regulations" has been reactivated to document procedures to assist LSU employees in making travel arrangements and being reimbursed for travel expenses. FASOP: AS-02 reflects changes to the travel policy effective July 1, 2011. A summary of changes is as follows:

- Mileage allowance for privately-owned vehicles has increased to **51 cents per mile**.
- Graduate and undergraduate students traveling for any LSU sponsored, administered or related travel may travel via university-owned or rented vehicle.
- Individuals operating a university-owned or rented vehicle will be responsible for all traffic driving and parking violations received.
- Enterprise Rent-A-Car remains the state contract vendor for in-state university business travel and should be used when applicable.
- There are no mandated rental car contracts for out-of-state travel. However, there are negotiated rates with Enterprise Rent-A-Car, National Car Rental and Hertz Car Rental. All travelers are encouraged to use these contracts due to exceptional pricing and included insurance coverage.
- In-state rentals are subject to the Enterprise Rent-A-Car State Master Rental Contract for Business Travel. Only the cost of rental of compact or intermediate models is reimbursable, unless 1) non-availability is documented, or 2) the vehicle will be used to transport more than two individuals. Special rates may be negotiated from the Disney residence for rental of any vehicle above the "intermediate size" category.
- Meal per diems increased:
 - Tier II per diem increased for dinner (\$28)
 - Tier III per diems increased for lunch (\$17) and dinner (\$28)
 - Tier IV per diems increased for lunch (\$19) and dinner (\$33)
- The meal reimbursement limit for meal per diem for single day travel has been increased to a maximum of **\$33**.
- The routine lodging rate for Baton Rouge decreased to \$96.

- Employees in travel status from more than 7 days may be reimbursed for laundry services with Department Head or his/her designee's approval. The reimbursement will be actual, reasonable costs incurred. Receipts are required.
- Park 'N Fly in New Orleans has started charging state and local sales taxes. In order to be exempt from the taxes, travelers will be required to provide the state tax exemption for travel expenses (Form 1392) and a copy of their travel authorization form (AS02 "Request for Authorization to Travel").
- Inclusion of the definition of High Risk Travel which directs employees to EASOP: AS-18 "High Risk Travel to Restricted Regions" for procedures to be followed.

University Travel Regulations. Employees should see the Accounts Payable & Travel website at <http://www.fas.lsu.edu/AcctServices/acctpay/> to obtain current versions of documents and forms necessary to assist travelers in processing travel requests and reimbursements.

The revised policies incorporating the summarized changes will be available on the LSU System and Accounts Payable websites soon. If there are any questions or concerns regarding any of the changes please call me, Patrice Gremillion or a member of the Travel staff.

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xc: Mike Martin, Chancellor
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Attachment

Memo # AS-12-02



UNIVERSITY TRAVEL REGULATIONS

Scope: Louisiana State University

Effective: July 1, 2014. This memorandum supersedes any prior versions of FASOP: AS-02.

reimbursement of travel expenses.

Procedures: This FASOP is based off of anticipated changes in DM-12, University Travel Regulations, issued by the LSU System which were published in the Louisiana State University Bulletin.

I. Introduction

A. Application of Regulations

The Commission of Administration issued revised General Travel Regulations in Policy and Procedure Memorandum No. 40 effective July 1, 2014. This permanent memorandum is not meant to be all inclusive where discretion is permitted or where exceptions approved by the Commission of Administration have been made. University expense is interpreted to include all funds including gifts and grants which are administered by the University. Reimbursement for the cost of any travel can be obtained only as provided herein.

II. Definitions

For the purposes of these regulations, the following words have the meaning indicated:

A. Authorized Persons

1. Advisors, consultants, or other individuals who are called upon to contribute time and services to the University who are not otherwise required to be reimbursed through a contract for professional services.
- Travel allowance for all other individuals is governed by general or state regulation or regulation. Travel allowance for all other individuals is governed by general or state regulation or regulation for State employees unless specific allowances are legislatively provided.

B. Centrally Billed Account (CBA) - Credit account issued in a Department's name (no plastic card issued)

These accounts are direct liabilities of the University and are paid by each Department. CBA accounts are

meetings can be defined as a seminar, conference, convention, or training. Documentation required is a receipt for the meeting. An exhibit/trade show also qualifies as a conference. The requirement for a hotel to qualify for conference rate lodging is that the hotel is hosting or is in conjunction with hosting the meeting. The rate shall not exceed the reference lodging rates for other hotels located near the conference site.

D. Contract Airfare

1. Competitive bid airfares that are fully refundable, non-penalty tickets. Contract price is firm for last seat.
2. These airfares are only for use by authorized travelers on official state business.

E. Corporate Travel Credit Card - Credit card issued in an employee's name to be used for official business travel expenses. Corporate travel credit cards are individual liability cards, which must be paid in full each month.

F. Emergency Travel - Under extraordinary circumstances where the best interests of the State require that travel be undertaken not in compliance with these regulations, approval after the fact by the Commissioner of Administration must be obtained.

G. Extended State Assignments - For periods of 90 days or more, the official domicile shall be the official domicile.

H. High Risk Travel - Countries/regions that have U.S. Department of State Travel Warnings that have been identified as areas that require special precautions in travel risk and when necessary, call for the avoidance of travel altogether. See FASOP AS-18 "High Risk Travel to Restricted Regions".

I. In-state Travel - All travel within the borders of Louisiana or travel through adjacent states between points within Louisiana when such is the most efficient route.

J. Out-of-state Travel - All travel through the United States, Puerto Rico, U.S. Virgin Islands, American Samoa and Guam.

K. LeCode Card - The LeCode card is a credit card issued to employees for the purchase of certain travel-related goods & services and which, if allowed by the Campus Head, may be used for certain travel expenses.

L. Lowest Logical Airfare

1. Airfares that are non-refundable, penalty tickets.
2. Airfares available to the public.

Prices will increase as seats are sold. When schedule changes are required for lowest logical tickets, penalty fees are added.

M. Official Domicile

1. Every State officer, employee, and authorized person, except those on temporary assignment, shall be assigned an official domicile.
2. Except where fixed by law, official domicile of an officer or employee assigned to an office shall be, at a minimum the city limits in which the office is located. The official domicile of an authorized person shall be the city in which the person resides, except when the Campus Head has designated another location (such as the person's workplace).
3. A traveler whose residence is other than the official domicile of his/her office shall not receive travel and subsistence while at his/her official domicile, except when the Campus Head has designated another location (such as the person's workplace).
4. The official domicile of a person located in the field shall be the city or town nearest the area where the majority of work is performed, or such city, town, or area as may be designated by the Campus Head, provided that in all cases such designation must be in the best interest of the University and not for the convenience of the person.
5. The Campus Head or his/her designee may authorize approval for an employee to be reimbursed for lodging expenses within an employee's domicile with proper justification as to necessity and why it is in the best interest of the University and not for the convenience of the person.

N. Out-of-state Travel - Travel to any of the other 49 states plus District of Columbia, Puerto Rico, U.S. Virgin Islands, American Samoa, and Guam.

O. Passport - A document identifying an individual as a citizen of a specific country and attesting to his or her identity and ability to travel freely.

P. Per Diem - A flat rate paid by the Federal government in lieu of travel reimbursement for individuals on extended stays. Employees of the State of Louisiana may claim the U.S. Department of State federal per diem rate for lodging and meals for international travel only. U.S. Department of State federal per diem rates for lodging and meals vary based on location and dates of travel. The rates are available on the U.S. Department of State website: http://consul.state.gov/uch020/per_diem.asp. Reimbursement of these rates requires submission of itemized receipts.

Q. Routine Travel - Local travel required in the course of performing an employee's job duties. This does not include conferences or out-of-state travel.

R. State Employee - Employee below the level of State officer.

S. State Officer

1. State-elected official;
2. Department Head as defined by Title 26 of the Louisiana Revised Statutes (i.e., Secretary, Deputy Secretary, Assistant Secretary, Under Secretary, and other positions in the executive office of elected officials).

T. Temporary Assignment - Any assignment made for a period of less than 31 consecutive days at a place other than the official domicile.

U. Travel Domicile - The official domicile of the traveler, which may be different from the traveler's personal domicile.

V. Travel Route - The most direct and usually traveled route must be used by official State travelers.

W. Travel Scholarship - If any type of scholarship for travel is offered and/or received by a State employee, it must be used for travel. (See Title 26, Louisiana Revised Statutes, Article 1001.)

X. Traveler - A State officer, State employee, student employee, or authorized person when performing authorized travel.

Y. Visa - A document or, more frequently, a stamp in a passport authorizing the bearer to visit a country for specific purposes and for a specific length of time.

III. General Specifications

A. Contracted Travel Services

The State has contracted for travel related services which must be used unless exemptions have been granted prior to travel by the individual on your campus who has been delegated this authority for your campus. Requests for an exemption must document that the traveler saved 10% and experienced a cost

benefit. Motel accommodations are not required to be made through the contracted travel agency. The contracted travel agency has an on-line booking site which can be used to book flights, hotels, and car rentals. Use of the on-line booking site is mandatory unless otherwise specified.

B. Recognized Purposes

In general, the University may provide travel funds for the following purposes:

2. Authorized travel of participating students to represent the University in various types of intercollegiate events.
3. Authorized travel of faculty members to attend meetings of learned or professional societies to present papers, to represent the University, or to serve as a major officer or member of a committee.
4. Authorized travel of staff members who are designated by the appropriate administrative officer as delegates to conventions or association meetings.
5. A travel allowance for those persons, including those who are designated as consultants, who devote their time and services to the University.
6. Authorized travel of individuals invited to the campus for consideration for appointment to faculty or staff.
7. Authorized travel of individuals invited to the campus for consideration for appointment to faculty or staff of the University.

C. Authorization

1. Travel at University expense by any member of the faculty or staff will be authorized only when the purpose of the travel will benefit the University and the particular Department concerned. Authorization shall be given in writing by the head of the budgetary unit (such as the Dean of a College, Director of a division, or a designated administrative officer).
2. An authorization for routine in-state travel for an employee who must travel in the course of performing his/her duties may be given once each fiscal year and must be renewed each fiscal year. This may include travel to attend meetings, conferences, and other events. The authorization shall specify the employee's job description. An annual authorization for routine in-state travel shall not cover travel between an employee's home and workplace or interstate travel to attend conferences and conventions. When such travel is necessary, only mileage may be reimbursed, and only for a maximum of 60 miles per round trip and per day of 57 cents per mile. See Examples in Section V, subsection C.2.c.
4. Payment of travel expenses will be subject to availability of funds in the departmental budget concerned.

D. Funds for Travel Expenses

Individuals traveling on official business will provide themselves with sufficient funds for all routine travel expenses that cannot be covered by the corporate travel credit card, LaCarte procurement card, and Centrally Billed Account (CBA). Advances of funds for travel shall be made only for extraordinary travel and only for the related travel no later than the fifteenth day of the month following the completion of travel.

Exemptions: Travel Advances may be allowed for:

1. Graduate student employees on business travel for the University.
3. Employees traveling to remote destinations in foreign countries.

The University encourages the use of the LaCarte card for the travel expenses listed below or the Centrally Billed Account (CBA) for corporate and conference registration fees when, in the event employees pay for

1. Advance ticket purchases (over 30 days).
2. Registration for seminars, conferences, and conventions.

F. Use of Corporate Travel Credit Card

travel expenses. All travelers shall apply through their appropriate corporate business office. The current contract is with Bank of America for a Visa corporate travel credit card.

2. Airfare on state contract rates must be charged to the corporate travel credit card, the LaCarte card or to a GBA (Contractually Billed Account). This is not intended to preclude either party from continuing to receive discounted, non-penalty state contracted airline tickets. Airfare not charged to one

LaCarte card or to the GBA. When this happens, the employee is subject to see boarding or being charged the difference from coach fare cost. The additional fare cannot be reimbursed by the University.

3. The employee's corporate travel card is for official University travel business purposes only. Personal use on the University's travel card is prohibited and may result in disciplinary action.

4. The corporate travel credit card is the liability of the employee and not the University. Each monthly statement balance is due in full to the cardissuing bank. Corporate travel credit card accounts that become delinquent are subject to being suspended or revoked. Once an account is revoked, the University may not retain his/her card.

F. Use of LaCarte Card

1. The LaCarte card is another source of payment for travel expenses, except for meals and personal expenses.

credit. All travelers should apply through their Departments and must obtain Department Head approval. The LaCarte card will be issued in the name of the employee and the card can be used as a means of payment for reimbursable travel expenses (i.e. air transportation, lodging, vehicle rentals, etc.).

3. Meals or personal expenses are not allowed on the LaCarte card. Meal per diems will be reimbursed to the traveler upon submission of the Travel Expense Reimbursement Request.

G. Expenses Incurred on University Business

Travel expenses shall be limited to those expenses necessarily incurred in the performance of a public purpose authorized by law to be performed by the University and must be within the limitations prescribed herein.

H. No Reimbursement When No Cost Incurred by Traveler

to the traveler. In no case will a traveler be allowed mileage or transportation when he/she is gratuitously transported by another person.

IV. Requests for Reimbursement

A. All travel expenses must be submitted on approved Travel Expense Reimbursement Request forms to the appropriate business office. A Travel Expense Reimbursement Request must indicate the purpose of the trip, the date and hour of departure and return to details, and include a statement showing the particular Expense Reimbursement Request must be signed by the person requesting reimbursement and approved by his/her immediate supervisor or the authority with financial responsibility for the trip.

B. Except in instances in which the department's GBA is used as the means of payment for the cost of air

all travel expenses in detail such that the total cost of the trip is reflected on the Travel Expense Reimbursement Request which includes the travel expenses paid directly by the department's CRA and/or LaCarte card. A notation of the payment method should be indicated on the traveler's Travel Expense Reimbursement Request.

the completion of travel.

When groups of University representatives are traveling and one reimbursement request is submitted covering the party, the name of each member must be listed along with his/her position at the University and, when not self-evident, the purpose of the trip. In cases in which members of the group are given an allowance for meals, signed documentation evidencing receipt of such benefit by each of the group members should accompany the reimbursement request. Receipts must be provided in cases where one request reimbursement of meal allowances for the entire group unless the meal allowances were paid over to each member of the group and the reimbursement request is supported by documentation from other members verifying the amount of meal money received.

Whoever willfully makes and subscribes to any reimbursement request which he/she does not believe to be true and correct as to every material matter, or who willfully aids or assists in, or procures, counsels or advises the submission of such a reimbursement request, shall be deemed to have committed a crime and shall be held civilly liable within the provision of State law.

V. Methods of Transportation

The most cost-effective method of transportation that will accomplish the purpose of the travel shall be selected. Among the factors to be considered should be length of travel time, cost of operation of a vehicle, cost and availability of common carrier services, etc.

A. Air

Common carrier shall be used for state travel unless it is documented that utilization of another method of travel is more cost efficient or practical in accordance with these regulations.

Before travel by privately-owned or by chartered aircraft is authorized, the traveler shall certify that: 1) at least two hours of working time will be saved by such travel, and 2) no other form of transportation

a) Chartering a privately-owned aircraft must be in accordance with the Procurement Code

guidelines will be made on the following basis:

1. At the rate of \$1.29 per mile; or
2. At the lesser of coach economy airfare or state contract rate.

those listed above, approval must be granted by the Commissioner of Administration.

c) When common carrier services are unavailable and time is at a premium, travel via state aircraft

3. All travelers may purchase commercial airline tickets through the state-contracted travel agency. The state-contracted travel agency can provide state-contracted rates for airfare. **State contract rates are available for official University business only. The state contract rates cannot be used for personal/companion or spouse travel. This is a requirement of the airlines. Failure to monitor the use of these state contract**

In many cases, airlines that did not win an award for a certain city will now offer the same or lower price than was awarded to the contract vendor. This is known as a matched carrier. Matched carriers are not to be used unless there is two or more hour difference in the departure or arrival time. The State does not have a contract with the matched carriers; therefore we do not have the last seat availability and certain rules regarding cancellations/penalties will apply to these fares. Once the decision is made not to use the state contract rate, an employee has forfeited the option for the non-penalty ticket, and must use the lowest logical fare available.

coach/economy class rates when state contract rates are not available. The difference between state contract rates or coach/economy class rates and first class or business class rates will be paid by the traveler. Upgrades at the expense of the State are not permitted without prior approval from the Commissioner of Administration. If space is not available in less than first or business class air

accommodations in time to depart the purpose of the travel, the traveler will secure a certification

a) Due to the fact that the state contract rates are fully refundable and carry no cancellation penalties, the tickets

lowest logical fare. Lowest logical fares are penalty tickets that can have restrictions and charge penalty fees for changing/canceling ticket purchases. Lowest logical tickets must be purchased

from the state contracted travel agency unless prior approval is granted by the Commissioner of Administration or their designee in purchase from an alternate source.

If a lowest logical priced ticket is purchased and the traveler's schedule changes resulting in a penalty, and additional cost to change the ticket, the University will reimburse the penalty incurred when the change or cancellation is required by the University or other non-university business as approved by the Provost or their designee. Certification of the requirement for the change or cancellation by the traveler's Department Head/supervisor is required on the Travel Expense Reimbursement Request.

c) For international travel only, when an international flight segment is more than 10 hours in duration, the University will allow the business class rate, not to exceed 10 percent of the coach rate. The traveler's itinerary provided by the travel agency must document the flight segment as more than 10 hours and must be attached to the Travel Expense Reimbursement Request.

d) A lost airline ticket confirmation is the responsibility of the person to whom the ticket was issued.

The difference between the prepaid amount and the amount refunded by the airlines must be paid by the employee.

e) When a companion fare is purchased for a State employee and a non-State employee, reimbursement to the State employee will be the amount of the lowest logical fare.

f) Employees may retain promotional items, including frequent flyer miles, earned on official State travel. However, if an employee makes travel arrangements which favor a preferred airline/supplier to receive promotional items/miles and this circumvents purchasing the most economical means of travel, the employee is in violation of this travel policy. Costs for travel arrangements subject to this violation are non-reimbursable.

g) When making airline reservations for a conference, the traveler should provide the travel agency the name of the conference and the airline that is offering a discount rate, if available. In many instances the conference vendor, or the sponsoring organization, or the venue, or the conference have been assigned official carrier offering discount rates. If so, providing this information to the state contracted travel

Employees must use caution when purchasing tickets from sources other than the state contracted travel agency, particularly restricted fares, many of which cannot be changed. The state contracted travel agency will not be available to help with changes/cancellations, or other needs when a ticket has

not been purchased through their office. It will be the responsibility of the employee to provide and meet their needs and to make changes/cancellations for their tickets purchased. Employees

B. Train

Travel by train can be reimbursed when it is deemed to be the most cost efficient method of travel. The travel reimbursement will be subject to the following requirements:

1. Economy class ticket with no sleeping cabin;
2. Only one day travel before and after a conference or meeting is allowed; and
3. Lowest logical airfare quote must be provided as evidence that traveling by train was the most cost effective means of travel.

C. Motor Vehicle

No vehicle may be operated in violation of State or local laws. No traveler may operate a vehicle without having a valid U.S. driver's license in his/her possession.

Accidents shall be reported to the local police department or appropriate law enforcement agency. An accident report shall be returned to that office, along with the names and addresses of principals and witnesses. In addition, the accident must be reported to the Department of Public Safety as required by law.

Unauthorized individuals should not be transported in University-owned vehicles or rental vehicles. Approval of exceptions to this policy may be made by the traveler's supervisor if he/she determines that the best interest of the University will be served and if passenger (or passenger's guardian) signs a Hold Harmless Agreement form located on the Office of Risk Management website at http://oitec01.lsu.edu/riskmt/files/004044/Hold_Harmless_Request.pdf, acknowledging the fact that the University assumes no liability for any loss, injury, or death resulting from said travel.

ISI-administered or ISI-related activity/program (including, but not limited to activities such as taking classes, attending conferences, and conducting research, attending conferences or technical assistance activities), travel by university-owned or rental vehicle may be authorized by the Department Head or his/her designee. The

traveler is completely responsible for all traffic, driving, and parking violations incurred. This does not include University-owned or rental vehicle violations. An inspection sticker, as the University and rental company

1. University-owned Vehicles

- a) No person may be authorized to operate or travel in a fleet vehicle unless that person is an employee of the University and has received the Department Head or his/her designee's approval.

- b) All receipts for purchases made on University gasoline credit cards must be signed by the commodity purchased must be noted on the delivery ticket by the vendor. Items incidental to the operation of the vehicle may be purchased via University gasoline credit cards only when away

a) Travelers in university-owned vehicles who purchase needed fuel, repairs and equipment while in travel status shall use fleet discount allowances and state bulk purchasing contracts where applicable. Reimbursements require a receipt of regular unleaded gasoline or diesel when

of such allowances and/or contracts by contacting the Purchasing Office or visiting the Purchasing

owned vehicles.

d) University-owned vehicles may be used for out of state travel only if permission of the Department destination more than 500 miles from its usual location, documentation that this is the most cost

e) Unauthorized individuals should not be transported in University-owned vehicles. Approval of exceptions to this policy may be made by the traveler's supervisor if he/she determines that the

Hold Harmless Agreement form acknowledging the fact that the University assumes no liability for any loss, injury, or death resulting from said travel.

f) If a University-owned vehicle is to be brought to the home of a University employee overnight the traveler and department should ensure it is in accordance with requirements outlined in R.S. 39:361-364. LSU procedures can be found on the Property Management website.---

2. Privately-owned Vehicles

a) Employees using their own personal vehicle for official University business must complete form DA 2054 (Authorization and Driving History) which can be found at

<http://www.lsu.edu/outreach/central/da2054.pdf> or <http://www.lsu.edu/outreach/central/da2054.pdf> in the central file located in the Property Management office for employees (including student employees) who have granted approval.

of the other passengers.

c) A mileage allowance for in-state travel shall be authorized for travelers approved to use privately-owned vehicles while conducting official University business. Mileage for in state shall be reimbursable on the basis of no more than 51 cents per mile per the following:

- (1) Employee should utilize a University-owned vehicle when available,
- (2) Employee may rent a vehicle from the state contracted rental vendor (i.e. Enterprise Rent-A-Car) if a University-owned vehicle is not available, or

(3) If employee elects to use his/her personal vehicle, reimbursement may not exceed a maximum of 99 miles per round trip and/or day at 51 cents per mile. The mileage reimbursement will not be subject to the 99 miles limitation if approval by the Chancellor, or his designee, has been granted in accordance with Section V, subsection C.3.a

PLEASE NOTE: Mileage is applicable for round trips which includes multiple days or a one day round trip:

day, they are entitled to 99 miles maximum for that day if they choose to drive their own

▪ **Example 2:** If someone leaves Baton Rouge, travels to New Orleans, and returns two days later, they are entitled to 99 miles maximum for the entire "trip" if they choose to drive their personal vehicle.

▪ **Example 3:** If someone leaves Baton Rouge, travels to New Orleans, then on to Lafayette,

move.

e) Mileage shall be computed by using one of the following options:

1) An employee shall never receive any benefit from not living in his/her official domicile. In computing reimbursable mileage to an authorized travel destination from an employee's residence outside the official domicile, the employee should always claim the lesser of the miles from their official domicile or from their residence. If an employee is leaving on a non-work day or leaving significantly before or after work hours, the Department Head may determine to pay the actual mileage from the employee's residence not to exceed a maximum of 99 miles per round trip and/or day at 51 cents per mile. See Examples in Section V, subsection C.2.c.

When use of a privately-owned vehicle (personal car or rental car) has been approved for out-of-state travel at the request of the department for a purpose that benefits the University, the traveler in route to and from the destination inclusive of meals and lodging.

- convenience, the traveler will be reimbursed for in route expenses on the basis of 51 cents per mile only. The total cost of the mileage may not exceed the cost of travel by using the lesser of the following:
- (1) Lowest logical fare obtained at least 14 days prior to the trip departure date; or
 - (2) State contract rate.

The reimbursement would be limited to the one lowest logical airfare quote, not the number of in route to and from the destination inclusive of meals and lodging.

h) When use of a privately-owned vehicle (personal car or rental car) has been approved for out-of-state travel at the request of the department for a purpose that benefits the University, the traveler

- (2) State contract rate.

The traveler's direct supervisor and Dean will determine on a case by case basis whether the traveler is to be reimbursed for all or part of the in route travel expenses. Justification for the approval should be attached to the Travel Expense Reimbursement Request.

i) When a traveler is required to regularly use his/her privately owned vehicle for University business, the Campus Head or a single designee may authorize a lump sum allowance for transportation or reimbursement for transportation (mileage). Requests for lump sum allowance must be accompanied by a detailed account of routine travel listing exact mileage for each such route. Miscellaneous travel must be justified by at least a three-month travel history to include a complete mileage log for all travel incurred, showing all points traveled to or from and the exact mileage. Requests for lump sum allowance shall be granted for periods not to exceed one fiscal year. A justification as to why a vehicle rental is not feasible is required.

i) The traveler shall be required to pay all operating expenses of his/her personal vehicle, including fuel, repairs, and insurance. Repairs and routine maintenance required in the use of personal vehicles are the responsibility of the traveler and do not qualify for additional reimbursement. Employees using their personal vehicle for University business should ensure they are adequately covered under their personal insurance policy. State law requires that the employee's insurance

2. Rented Motor Vehicles (passenger required)

Unauthorized individuals should not be transported in vehicles rented by the University. Approval of exceptions to this policy may be made by the traveler's supervisor if he/she determines that the best interest of the University will be served and if the passenger (or passenger's guardian) signs a Hold Harmless Agreement. An agreement is not required if the injury or death results from an injury, or death resulting from said travel.

a) **In-state Vehicle Rental** - The State has contracted for in-state vehicle rentals through the University employees and/or authorized travelers traveling on official University business. Usage of this contract is mandatory unless it is determined that the vendor does not have the appropriate

written request is made which includes a detailed explanation as to why the use of the contract is not feasible. Approvals must be obtained on a fiscal year basis, and renewed each fiscal year. The approval requests should be maintained in a central file. Copies of approvals granted for Colleges, Departments, Schools, or programs must be provided to the LSU System Office at the time they are made and each time they are renewed.

Members of boards and commissions are not required to utilize the State Motor Pool Rental Contract and are not subject to the 99 miles limitation. They are entitled to actual mileage reimbursement up to 51 cents per mile. However, they are strongly urged to use the State Motor Pool Rental Contract when a cost-benefit analysis indicates a potential savings.

State contractors are required to follow PM-13 by the terms of their contracts, but they are not

University-owned vehicles, or a rental from the State Motor Pool Rental Contract, when a University-owned vehicle is not available, should be used by any employee and/or authorized traveler who are eligible to receive the mileage allowance who plans to travel 100 miles or more in a trip. For trips less than 100 miles, employees should (1) utilize a University-owned vehicle when V. subsection C 2 c); or (3) rent a vehicle from the State Motor Pool Rental Contract

unnecessary costs. Employees can reserve a vehicle in one of several ways using the Corporate ID Number NA1403 and Company Name/PIN Number – STA:

- o Reserve by calling an Enterprise local rental branch directly (during business hours)
- o By calling 1-800-Rent-A-Car (24 hours/day)
- o Accessing the LSU Accounts Payable & Travel website
- o Note: Reservations are to be made 24 hours in advance for guaranteed vehicle class/size

b) Payments for vehicle rentals can be made using the LaCarte card, an employee's corporate travel card or other personal credit card.

c) **Out-of-state Vehicle Rental** – The State has contracted rental vehicles for domestic, out-of-state, border, extending, bordering and international travel within the State of Louisiana and out-of-state contracts. The State of Louisiana's out-of-state rental companies include Enterprise Rent-A-Car, National Car Rental and Hertz Car Rental Corporation. It is the traveler's discretion which rental company is utilized. All University employees and/or authorized travelers are encouraged to use these contracts due to exceptional pricing which includes CDW/million dollar liability insurance.

d) **Approvals** – Written approval of the traveler's Department Head (or direct supervisor) prior to the rental is required for the rental of vehicles, however, if the rental request is for a vehicle in the "Personal Rental" category. A written justification for the larger vehicle must be provided.

e) **Vehicle Rental Size** – Only the cost of rental of compact or intermediate model is reimbursable unless 1) non-availability is documented, 2) the vehicle will be used to transport more than two individuals. When a larger vehicle is an option as stated in 1) and 2) above, the upgraded vehicle shall be the next smallest size and lowest price necessary to accommodate the number of individuals traveling or equipment/materials being transported.

vehicle provided detailed justification is made in the employee's file. Such justification should include, but is not limited to, the following: When a larger vehicle is required, the justification should include, but is not limited to, the following:

reimbursable when receipts are submitted; mileage is not reimbursable on vehicle rentals. Pre-purchased options are only to be allowed with prior approval from the Department Head, when the traveler can document that the pre-purchased amount was necessary and that the amount charged by the rental company is reasonable in relation to local gasoline cost.

h) **Insurance for Vehicle Rentals within the 50 United States** - Insurance billed by vehicle rental companies (i.e., CDW or LDW) is not reimbursable for domestic travel. Insurance coverage for which a receipt is required at a University Rent-A-Car, Avis, or Hertz location is provided by the Office of Risk Management and is not reimbursable. The Office of Risk Management will be responsible for the cost of the repairs up to a deductible of \$1000 in the state contract with Enterprise Rent-A-Car. Note: Lost keys for rental vehicles are not covered under the damage waiver policy and are very costly. The Campus should establish internal procedures regarding liability of these costs. **No other insurance will be reimbursed when renting, except when renting outside the 50 United States.** There should be no other charges added to the base price, unless the rental reservation is made at the airport (which is not recommended for daily routine travel).

i) **Insurance for Vehicle Rentals outside the 50 United States (receipt required)**. The Office of Risk Management recommends that the appropriate insurance (liability and physical damage) be purchased outside the 50 United States. With the approval of the Department Head, insurance costs may be

reimbursable:

- Travel Expense Reimbursement Request. The accident should also be reported to the office responsible for campus safety.
- (2) Loss Damage Waiver (LDW)
 - (4) Supplement Liability Insurance (SI I) - * If required by the vehicle rental company
 - (5) Theft and/or Super Theft Protection (coverage of contents lost during a theft or fire) - * If required by the vehicle rental company.

The following are some of the insurance packages available by vehicle rental companies that are not reimbursable:

- (1) Personal Accident Insurance (PAC) - Employees are covered under workmen's compensation while on official University business.
- (2) Emergency Sickness Protection (ESP)

employee justifies the need for such equipment and with prior approval from the Department Head or his/her designee.

The cost of public ground transportation such as buses, subways, airport limousines, and taxi cabs is reimbursable when the expenses are incurred as part of approved University travel. Airport limousines and taxis may be given same reimbursement as taxis. The tip amount must be included on the receipt received from the driver/company. All other forms of public ground transportation are limited to \$10 per day without a receipt, claims in excess of \$15 per day requires a receipt. At a Department level, the Dean or Department Head may implement a department-wide limit on taxi receipts from \$10 to \$45 per day. The receipt with effective

E. To and From Common Carrier Terminals and Home or Office

1. Reimbursement will be allowed for taxi cab fares between a common carrier or other terminal and either the employee's home or office. Receipts are required.
2. Instead of using a taxi cab, payment on a mileage basis will be allowed for the round-trip mileage of a privately-owned vehicle not to exceed a maximum of 99 miles per round trip and/or day at 51 cents per mile. The reimbursement will be limited to one round trip. See Examples in Section V, subsection C.2.c.

VI. Reimbursement for Lodging and Meals

A. Eligibility

1. Official Domicile/Temporary Assignment

Travelers are eligible to receive reimbursement for travel only when away from "official domicile" or on temporary assignment unless an exception is granted in accordance with these regulations. Temporary assignments will be deemed to have ceased after a period of 30 calendar days and after such period the place of assignment shall be deemed to be his/her official domicile. He/she shall not be allowed travel and subsistence unless permission to extend the 30-day period has been obtained from the appointing authority.

2. Travel Period

Travelers may be reimbursed for meals according to the following schedule:

Single Day Travel - Meals are not eligible for reimbursement on single day travel. This means that when an authorized traveler of the State is in travel status where no overnight stay is required, no meals are eligible for reimbursement. The Department's authority to determine when to authorize single day meal reimbursements on a case-by-case basis or by function at single day travel when it is determined to be in the best interest of the Department. In those cases where the single day meals are reimbursed, the amount of the reimbursement must be considered taxable income to the employee. If the Department Head or his/her designee determines that single day meals will be provided for, the following allowances must be adhered to:

To receive any meal reimbursement on single day travel, an employee must be in travel status for a minimum of 12 hours. The maximum allowance for meal reimbursement for single day travel will be \$33.

- a) Breakfast & Lunch - \$20 - The 12 hours travel duration must begin at or before 6 a.m.
- b) Lunch - \$12 - Requires 12 hours duration in travel status
- c) Lunch & Dinner - \$33 - The 12 hours travel duration must end at or after 9 p.m.

3. Travel with Overnight Stay (minimum of 12 hours of travel in travel status)

Travelers may be reimbursed for meals according to the following schedule:

- a) Breakfast - When travel begins at/or before 6 a.m. on the first day of travel and extends to/or beyond 9 a.m. on the last day of travel, and for any intervening days.
- b) Lunch - When traveling begins at/or before 12 p.m. on the first day of travel and extends to/or beyond 2 p.m. on the last day of travel, and for any intervening days.
- c) Dinner - When traveling begins at/or before 4 p.m. on the first day of travel and extends to/or beyond 8 p.m. on the last day of travel, and for any intervening days.
- d) Alcohol - Reimbursement for alcohol is prohibited.

B. Exceptions

1. Routine Lodging Overage Allowance

Documented as to necessity (i.e. proximity to meeting place) and cost effectiveness of alternative options. Documentation and receipts must be attached to the Travel Expense Reimbursement Request. This authority shall not be delegated to any other person.

2. Actual Expenses for State Officers

State officers and others so authorized by statute or individual exception will be reimbursed on an actual expenses basis for meals and lodging except in cases where other provisions for reimbursement have been made by statute. The amount for reimbursement of an itemized receipt or other supporting document for each item claimed and shall not be extravagant and will be reasonable in relationship to the purpose of the travel. Positions eligible for actual expenses reimbursement are President, Vice President, Chancellor, and Vice Chancellor. They are subject to the time frames and all other requirements listed in the Travel Regulations.

C. Meals (Including Tax and Tips)

1. Travelers may be reimbursed up to the following amounts for meals:

Tier	Areas	Breakfast	Lunch	Dinner	Total
I	In-state cities, with the exception of New Orleans	12	21	21	
II	New Orleans and out-of-state cities, with the exception of the cities listed in Tiers III & IV	10	14	28	52
III	OR Sacramento, San Antonio, San Diego, St. Louis, Tampa	10	17	20	57
IV	Alexandria & Arlington, VA, Baltimore, Boston, Chicago, New York City, San Francisco, Seattle, Washington, DC, and international cities	12	10	33	55

be shown on Travel Expense Reimbursement Request. Partial meals such as continental breakfasts or airline meals are not considered meals. If meals of University officials reimbursed at actual expenses exceed these allowances, receipts are required (see Section VI subsection B.2). If an individual seeks reimbursement of meal money for an entire group traveling together, each member of the group must certify the amount of meal money received from the individual claiming reimbursement. If an individual seeks reimbursement of meals paid for the entire group, receipts must be provided and the cost per person may not exceed the allowances.

D. Lodging

1. Routine Lodging Allowance Employees will be reimbursed lodging rate, plus tax and any mandatory

Tier	Lodging Area	Rate	Routing
	IN-STATE CITIES (EXCEPT AS LISTED)	77	
	Baton Rouge - EBR	95	
I	Covington/Slidell - St. Tammany	88	
	Lafayette	87	
	Lake Charles - Calcasieu	79	
	New Orleans - Orleans, St. Bernard, Jefferson and Plaquemines parishes (July - Sept)	98	
II	New Orleans - Orleans, St. Bernard, Jefferson and Plaquemines parishes (Oct - June)	131	
	Out-of-state (except cities listed in Tiers III & IV)	85	
III	Albany, Augusta, Columbus, Cleveland, Dallas, Denver, Detroit, Fort Lauderdale, Houston, Kansas City, MO, Las Vegas, Los Angeles, Miami, Minneapolis/St. Paul, Nashville, Oakland, CA, Orlando, Philadelphia, Phoenix, Pittsburgh, Portland, OR, Sacramento, San Antonio, San Diego, St. Louis, Tampa, Wilmington, DE, Puerto Rico, Virginia Island, all of Alaska and Hawaii, American Samoa and Guam	135	
	Baltimore, San Francisco, Seattle	175	
IV	Chicago, Boston and International Cities	200	
	Alexandria & Arlington, VA, New York City, Washington, DC	225	

The inclusion of suburbs shall be determined by the business office on a case-by-case basis. A suburb

Employees should always attempt to use the tax exempt form located on the AP & Travel website at <http://www.fao.tcu.edu/AP&Tservices/acctpay/> when traveling in state on official University business.

When two or more individuals on University business share a lodging room, the University will reimburse the actual cost of the room; subject to a maximum amount allowed for an individual traveler times the number of employees.

Department Head or his/her designee's approval must be provided to allow lodging expenses to be direct billed to the University.

approve actual cost of conference lodging for single occupancy when the traveler is staying at the designated conference hotel. If there are no designated conference hotels, the lowest available conference hotel should be utilized, if applicable. In the event the designated conference hotel(s) have no room availability, a Department Head or his/her designee may approve to pay actual hotel cost, not allowance does not include Agency Hosted Conference Lodging Allowances. See Section A, subsection B.2 for these allowances. Documentation required is a registration receipt and a formal agenda or program. Meals that are a designated integral part of the conference may be reimbursed on

for functions not relating to a conference (i.e., tours, dances, golf tournaments, etc.)

E. Extended Stay

For travel assignment involving duty for extended periods at a fixed location, the reimbursement rates indicated by the extended assignments section of the travel policy shall apply.

lodging may be reported on a per diem basis supported by lodging receipts. Care should be exercised to prevent allowing rates in excess of those required to meet the necessary authorized subsistence expenses. It is the responsibility of each Campus Head or his/her single designee to authorize only such travel allowances as are justified by the circumstances affecting the travel.

F. Parking and Parking-related Expenses

- business. An employee may be paid actual expenses up to \$5 per day with a receipt.
2. Parking when flying out of the **New Orleans Airport** – The State's current contract rate is \$6 per day and \$36 weekly at Park'n Fly (no receipts required). Documentation required to receive the state business. An employee may be paid actual expenses up to \$8 per day with a receipt. In order to be the AP & Travel website at <http://hmann.fas.lsu.edu/AcctServices/acctnavi/> and present a copy of their travel authorization form.
 3. Travelers using motor vehicles on official University business will be reimbursed for reasonable storage fees, all other parking, including airport parking except as listed in 1 & 2 above, ferry fees, and road and bridge tolls. For each transaction over \$5, a receipt is required.
 4. Tips of valet parking are not to exceed \$2 per day.

The following expenses incidental to travel may be reimbursed:

A. Communications Expense Relative to Official University Business

1. Official University Business - All costs. Receipts are required.
2. Domestic Overnight Travel - Up to \$3 for one call home upon arrival at each destination and one call every second night after the first night if the travel is extended several days.
4. Internet - Internet access charges for official University business from hotels or other travel locations.
5. Personal cell phone charges will not be reimbursed.

B. Storage and Handling Equipment Charges (receipts required)

C. Baggage Handling

1. Tips may be paid one time not to exceed \$3 upon each hotel check-in and upon each hotel checkout, if applicable.
2. Tips may be paid one time not to exceed \$3 for airport outbound departure tip and for the inbound.

D. Luggage Charges from Airlines

A Department Head or his/her designee may approve reimbursement for a traveler, with a receipt, any Department. The traveler must present a receipt to substantiate the luggage charges. Travelers will be reimbursed for excess baggage charges (excess weight baggage) only in the following circumstances:

1. When traveling with heavy or bulky materials or equipment necessary for business.
2. The excess baggage consists of organization records or property.

E. Registration Fees at Conferences/Conventions

When a registration fee is requested to be reimbursed, the traveler must itemize what it covers (i.e., conference, meals, lodging, transportation, etc.). Items included in the registration fee cannot be claimed again. Example: meals included in the registration fee must be excluded from the daily meal allowance. Meals that are a designated integral part of the conference may be reimbursed on an actual expenses basis with prior approval of the direct supervisor. Use of LaCarte to pay for registration fees is recommended. Receipts are required.

F. Laundry Services

Employees in travel status for more than 7 days may be reimbursed for laundry services with department head or higher designee's approval. The reimbursement will be actual, reasonable costs incurred. Receipts are required.

VIII International Travel

All international travel must be approved in writing by the Campus Head or single designee prior to departure. Requests for such travel should be submitted through appropriate administrative channels (Department Head/Dean/Director, Vice-Chancellor and Provost) and should reflect:

- A. Place to be visited and route if other than direct
- B. Purpose of travel
- C. Dates of travel
- D. Source of funds for travel and estimated cost
- E. Any special allowances for meals and lodging reimbursement - U.S. Department of State rates may be authorized upon request

International travelers will be reimbursed at the Tier IV rates for lodging and meals, unless U.S. Department of State rates are requested and authorized by the Campus Head or his/her designee prior to departure. Itemized receipts are required for lodging and meals. For the U.S. Department of State, the currency conversion, we recommend that expenses are paid using a credit card, and a copy of the credit card bill reflecting the charge in U.S. dollars be attached to the Travel Expense Reimbursement Request in lieu of receipts.

Upon receipt of written justification, the University may approve for employees to be reimbursed for a VISA and/or transportation when the travel is in the interest of the University as official business. It is not necessary to submit a detailed justification request and Department Head approval as to why the reimbursement request was approved.

Each Campus must report all international travel authorizations to the Commissioner of Administration on a monthly basis. Copies of approved travel authorizations may be submitted as the report.

International airfares available from other sources may be less expensive than fares available from the state. The employee is free to either:

1. Book their airfare through the state-contracted travel agency; or
2. Utilize one of the options below:

Option 1: If an employee decides to seek and finds a lower fare available from a source other than the state-contracted travel agency, the employee may purchase that ticket without any State approvals if

transmission fee charged by the travel agency should not be used in the calculation. The airfare

from the outside source a copy of the proposed itinerary and the complete cost. This information must be provided to the state contracted travel agency for review. The agency will determine if the airfare

Employees must use caution when purchasing tickets from sources other than the state contracted travel agency, particularly restricted fares, many of which cannot be changed. The state contracted travel agency will not be available to help with changes, cancellations, or other needs when a ticket has not been purchased through their office. It will be the responsibility of the employee to ensure the ticket meets their needs and to make changes, cancellations, etc. after the ticket is purchased. Any fees associated with changes or cancellations are also the responsibility of the employee.

IX. Visitors to the Campus

When visitors are brought to the Campus with the understanding that travel expenses will be reimbursed, the following procedure should be used:

A. A letter should be addressed to the visitor prior to his/her departure informing him/her of the necessity of obtaining receipts, keeping a record of expenses of his/her trip, and that reimbursement will be made in accordance with PM-13 University Travel Regulations. State contracted travel services may be used to arrange travel for visitors to the Campus but are not required if the visitors make their own arrangements from their departure city.

B. The University official at whose request the visitor is on the Campus shall be responsible for preparing the reimbursement request and obtaining the visitor's signature

(previously Campus Head) prior to being invited to Campus for an employment interview. Travel for the spouse of a candidate may also be authorized for the employment interview. An annual report is prepared by the business office and submitted to the Commissioner of Administration of travel expenses reimbursed to or paid on behalf of individuals invited for employment interviews, giving the name of the person, the title of the vacant position, and the amount of reimbursement. Travel expenses may not be paid or reimbursed to candidates for employment except for expenses incurred for interviews and/or official business trips. Local living expenses upon relocation to new domicile are not eligible for reimbursement.

D. Written approval of the Dean is required for reimbursement of expenses for superior graduate and medical students being recruited by the University.

X. Special Meals

A. Reimbursement designed for those occasions when, as a matter of extraordinary courtesy or necessity, it is appropriate and in the best interest of the University to use public funds for provision of a meal to a person from another source.

Note: Expenses for spouses and children of employees may not be paid from public funds.

1. Candidates for employment at the University who are being hosted at a meal by University personnel

University. This explicitly does not include normal visits, meetings, reviews, etc. by Federal or State representatives.

3. Extraordinary situations when University employees are required by their supervisor to work more than 24 hours in a 24-hour period, which situations are not normal working hours, such as crises, emergencies or other emergencies.

4. A Department Head may authorize a special meal within allowable rates to be served in conjunction with a working meeting.

B. Reimbursement Limits

1. Reimbursement Limits for "Special Meals" are as follows:

Meal	Maximum Allowed
Breakfast	\$15 per person
Lunch	\$20 per person
Buffet	\$20
Dinner	\$35 per person
Refreshments	\$4.50 per person
Receptions	\$7 per person

Note: Allowances for refreshments and receptions apply only to expenditures made for the benefit of a "provision" provided to individuals in travel status. University employees should be included only to the extent necessary.

2. Agency-hosted Conferences

- a) University sponsored conferences. Three (3) competitive quotes to include sleeping rooms, meeting rooms, meals and breaks, etc. must be solicited for conferences hosted by the University.
 - b) Cost of lunch served in conjunction with State/University-sponsored in-state conferences, excluding New Orleans billed to the University may not exceed \$20, exclusive of tax and tip.
 - c) Cost of lunch served in conjunction with State/University-sponsored New Orleans conferences billed to the University may not exceed \$25, exclusive of tax and tip.
 - d) Conference Lodging Allowances - Lodging rates may not exceed \$20 above the current listed routine lodging rates listed for the area in which the conference is being held.
3. ~~Travel refreshment expenditures for an active conference session are not eligible for reimbursement on behalf of the conference or convention and are not eligible reimbursement claims for individual travelers. Refreshments shall not exceed \$4.50 per person, per morning and/or afternoon sessions. A mandated gratuity may be added if refreshments are being catered.~~

All special meals must have prior written approval from the Campus Head, which approval must be included in the request to be reimbursed.

C. Requests to the Campus Head are a single decision for approval and the request must be made by the employee assuming responsibility. The request must include:

1. Name and title of the employee requesting authority to incur expenses and assuming responsibility for such.
 2. The nature of the activity and clear justification of the necessity and appropriateness of the request.
3. ~~Original prior written approval from the Campus Head for individuals for whom reimbursement of incur expenses is being requested.~~

D. To request reimbursement, all of the following must be submitted by the authorized employee:

1. Detailed breakdown of all expenses incurred, with appropriate receipt(s).
2. Subtraction of cost of any alcoholic beverages.
3. ~~Original prior written approval from the Campus Head for individuals for whom reimbursement of incur expenses is being requested.~~

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