



Destination

Dep

– See PM-13 for complete University Travel Regulations

The University provides a means of payment via LaCarte or the Centrally Billed Account (CBA) for airfare and conference registration. Employees are eligible for a LaCarte card for lodging and other allowable travel costs. Travel advances will not be provided except for the following:

- Graduate Student Employees on business travel *
- Traveling to remote foreign destinations
- Group Travel

***For requests greater than \$5,000, the faculty member that will be held fiscally responsible must be listed and his/her signature is required below acknowledging responsibility in the event the student does not return to LSU, provide receipts or return the funds.**

Procedures

- AS292, "Request for Authorization to Travel" must be attached to this request. High Risk Foreign Travel must be approved by the Provost on the AS292.
- The Travel Advance amount must be in whole dollars and should not be less than \$100 and must be submitted at least seven (7) business days before the funds are needed.
- Upon completion of travel, an AS300, "Travel Expense Reimbursement Request", must be completed with the advance amount being entered on the "Less Travel Advance" line of the reimbursement request. The traveler will be reimbursed the amount in excess of the advance amount. If the advance exceeds allowable expenses, the traveler should include a personal check for the difference.

It is requested that a Travel Advance in the indicated amount be issued to me as an LSU employee, for the specific reason noted, as allowed by the exceptions identified in PM-13. I certify that this advance does not exceed my estiout of my future salary or wages the amount advanced until the full amount is repaid.

I HEREBY AUTHORIZE LSU TO DEDUCT THE AMOUNT OF THIS ADVANCE FROM MY PAY IF I FAIL TO CLEAR THE ADVANCE WITHIN THIS TIME FRAME.

I do I do not have a LaCarte procurement card with Travel approval

Requested by _____
Traveler's Signature Date

Faculty Member (For Graduate Student Request > \$5,000) Printed Name Date

Approved by _____
Head of Budgetary Unit (other than traveler) Printed Name Date

FOR ACCOUNTING SERVICES USE ONLY

EO # _____

DT # _____