





# LaCarte Card

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Preferred method of payment if traveling on university business  
AS700, LaCarte Enrollment form requires Department Head approval  
Provided as a means for travelers to avoid having to use personal funds

## *Reminders:*

Employees should use their LaCarte card for booking their own travel expenses.

Employees should not book travel expenses for other employees

Meals and/or personal incidentals should not be charged on the LaCarte card

# Travel Agency – Contact Information

**Christopherson Business Travel (CBT)** is the State of Louisiana contracted travel agency. The contact information for CBT is provided below. For more information on CBT, please refer to the New Travel Agency section on the Accounts Payable & Travel website.

## **CBT UNIVERSITY TRAVEL TEAM**

Monday – Friday 7a.m. – 7p.m. CT

P: 800-961-0720

E-mail: [Statelauniv@CBTravel.com](mailto:Statelauniv@CBTravel.com)

## **Domestic and International Travel Advisors\***

Darryl Truelove: 720.200.4118 [Darryl.Truelove@cbtravel.com](mailto:Darryl.Truelove@cbtravel.com)

Erica Krzykwa: 801.327.7724 [Erica.Krzykwa@cbtravel.com](mailto:Erica.Krzykwa@cbtravel.com)

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Michelle Yanez Newcomb: 801.327.7635 [Michelle.Yaneznewcomb@cbtravel.com](mailto:Michelle.Yaneznewcomb@cbtravel.com)

## **Group Travel Agents\***

Tonja Smith: 205.874.8540 [Tonja.Smith@cbtravel.com](mailto:Tonja.Smith@cbtravel.com)

Charlotte LiTJ01-4 (r)-103th: [205.21.crr4\(c\)1.144.acs.0.129](mailto:205.21.crr4(c)1.144.acs.0.129) (al-4 (c)t0.012 Twd[G.L-2 (ai84 0 Td[Mir0 Td(

Traely2C]J0 Tc 0 Tw 5.91 0 Td(-)Tj0.001 Tc -0.001

*Summary of pertntortn:*

1. Christophørn Business Trel normal business urs are 7:00am 7:00pm  
CST Monday-FridaCe37.9 (y.)JEMC /Lbl AMCID 4 BDC /CS0 cs 0.439 0.188 0.627 scn-0.001 Tc 0 Tw -7.467 -1.31  
internatio.
3. Any calls t(800) 961- 0720 made between 7pm and 7am CST will roll over  
to the After-Hurs vice Prider. Ater -Hoservices4fur s made \$24 or(\$24 )0.

# HR Integration Update

**Concur System** updates impacted our integration/HR Feed for creating user profiles.

*New hires & employees changing departments*

We are in the queue awaiting the fix!

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# Centrally Billed Accounts (CBAs)

## CBA Approval Issues

- + Some departments have not received the CBA Approve/Deny e-mails

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# In Progress



**Customer Service Survey**





# International Travel – Is the location High Risk?

Review the **U.S. Department of State** website for the travel advisories as referenced in **FASOP AS-18, High Risk Travel to Restricted Regions**

High Risk travel approval is required for countries with a travel advisory of either:

- † Level 3: Reconsider Travel
- † Level 4: Do Not Travel

Prior approval from the Office of Academic Affairs via a recommendation from the International Travel Oversight Committee (ITOC) **at least 30 days in advance** of the proposed departure date or as soon as the trip is known.

High Risk travel forms listed below must be submitted to Patrice Gremillion at [pgremill@lsu.edu](mailto:pgremill@lsu.edu):

- † AS295, Request to Travel to Restricted Regions for Individual Travelers, or
- † AS296, Request to Travel to Restricted Regions for Student Study Trips



# Spend Authorization for Workers

Spend Authorization should be completed and fully approved prior to making any travel arrangements and/or traveling

Spend Authorization is required regardless of who pays (i.e., University or a third-party) for the travel expenses

Employees traveling without an approved Spend Authorization may be deemed personal

University reserves the right to withhold reimbursement and/or take disciplinary actions for unauthorized travel





# Spend Authorization Not Required

## **Virtual Meeting with no Physical Travel**

+ Expense Item – Training Fees and Registrations

## **Physical Travel/In-person Meeting (within domicile city)**

+ Expense Item – Registration Fees/Local

# Travel Authorization for Non-Workers

## Workday

- + External Committee Member (ECM)
  - University Guests
  - Non-employed Student
- + Spend Authorization for Non-Worker (ECM)

## Paper Form

- + AS516: Request For Authorization To Travel For Non-Worker



# Disclosure Form 413

Latest version of form must be completed  
(revised Dec 2022)

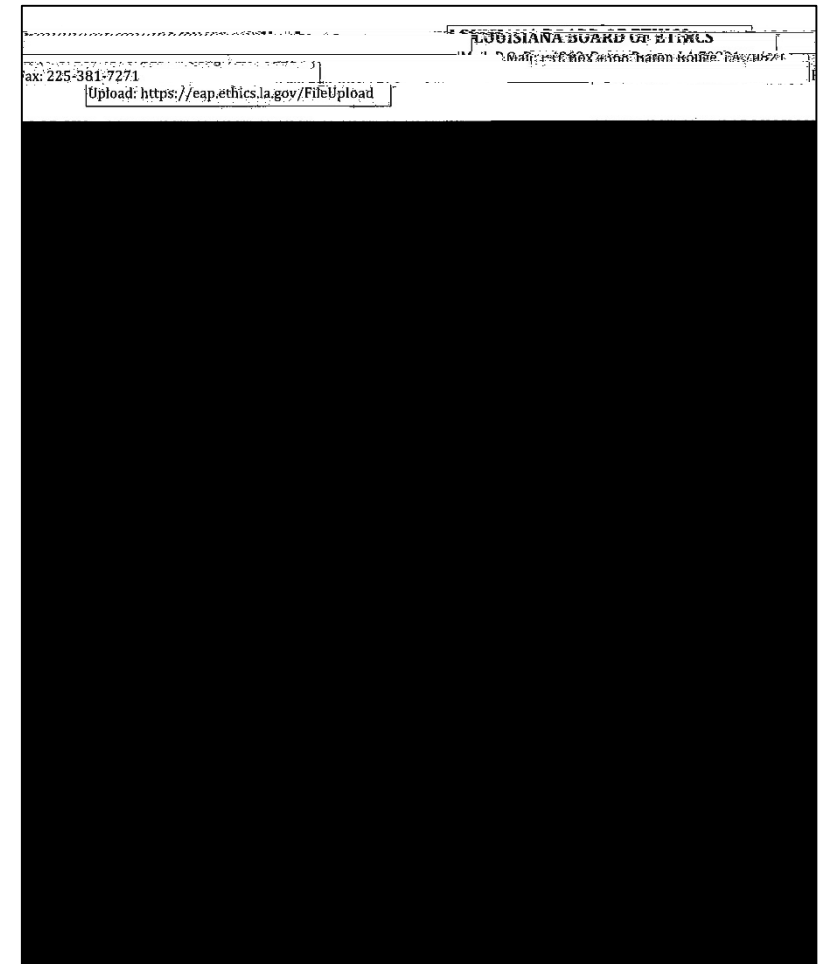
Form will be deemed unacceptable if not  
fully completed

Handwritten signature is required

Electronic signatures not acceptable

Agency Head (or designee) signature is  
required

Signed form should be attached to the  
Spend Authorization/Expense Report



The screenshot shows the Louisiana Board of Ethics website interface. At the top, it reads "LOUISIANA BOARD OF ETHICS". Below this, there is a phone number "Fax: 225-381-7271" and a file upload button labeled "Upload: <https://eap.ethics.la.gov/FileUpload>". The main content area of the page is obscured by a large black rectangle.

# Ethics 413 Form

*The Board of Ethics requires the employee to file their Ethics 413 form electronically.*

Steps for submitting the form electronically:

[Louisiana Ethics Administration Program \(la.gov\)](http://la.gov)

1. Select Form from drop down list:  
Complimentary Admission, Transportation,  
and/or Lodging
2. Filer Name, E-mail Address, and Phone  
Number must be provided
3. Check box – I'm not a Robot
4. Choose File
5. Click Upload







# Fee (Registration)

## Requirement

### Conference Travel

The conference agenda must be included in the supporting documentation attached to the Expense Report as the agenda provides the conference meal information.

A formal agenda, program, or letter of invitation along with an itemized paid receipt.

If the receipt is not itemized, the traveler must

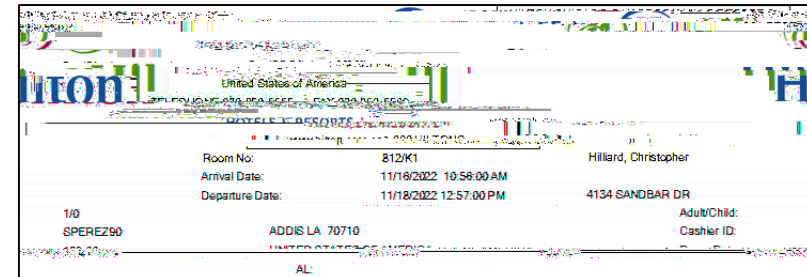
## Documentation Example

# Lodging

## Requirement

If conference hotel, include documentation that confirms it is a conference hotel and the nightly rate.

## Documentation Example



A screenshot of a hotel reservation confirmation. The document includes the following details:

Room No:	812/K1	Hillard, Christopher
Arrival Date:	11/18/2022 10:58:00 AM	
Departure Date:	11/18/2022 12:57:00 PM	4134 SANDBAR DR
1/0 SPEREZ90	ADDIS LA 70710	Adult/Child: Cashier ID:

AL:



# Mileage

## Requirement

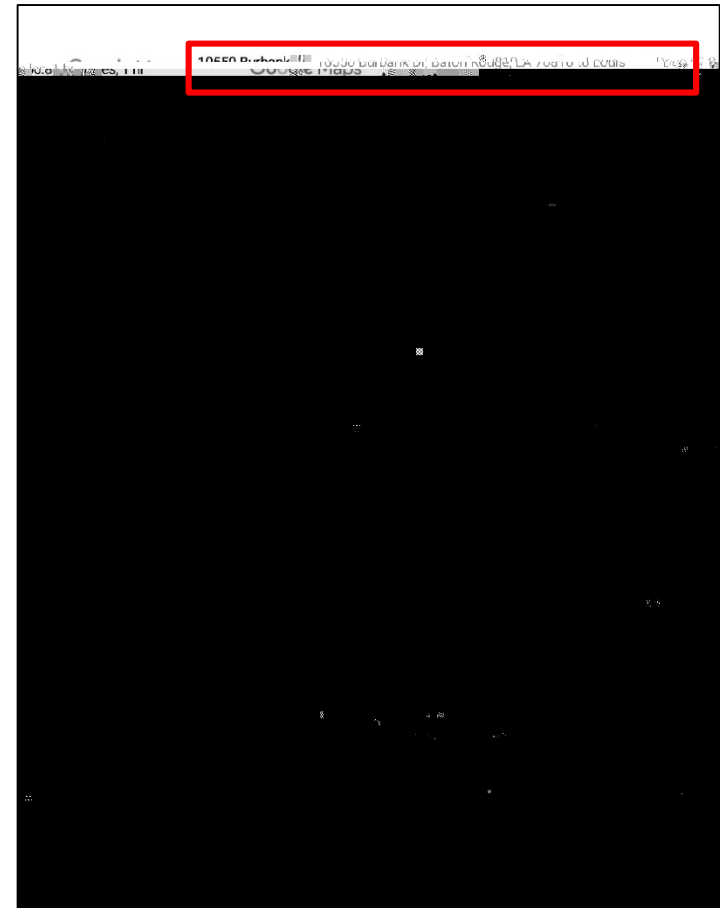
As of January 1, 2023, the mileage rate increased to 65.5 cents per mile (up from 62.5).

If using beginning and ending odometer readings, attach a mileage log or include in the expense report line memo field.

If using a website mileage calculator, attach the complete documentation that indicates to/from addresses and total miles traveled.

If there are multiple travel locations (in-state travel), a detailed breakdown of travel by day must be provided.

## Documentation Example



# Shuttle/Taxi (includes Uber/Lyft)

## Requirement

Final paid itemized receipts which

## Documentation Example

# Meal (Per Diem)

## Requirement

Meals should be requested as a total amount on one expense item line

Prefer to use the [GSA Per Diem Lookup Tool](#)


+ Include a printout of the results

## Documentation Example





# Spring Travel Trainings







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# Travel Contacts

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Andrea Chu – [andreachu@lsu.edu](mailto:andreachu@lsu.edu)

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Caitlin Cox – [ccox40@lsu.edu](mailto:ccox40@lsu.edu)

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Jonathan Fresina – [jfresi1@lsu.edu](mailto:jfresi1@lsu.edu)

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Kathleen Patrick – [kelder1@lsu.edu](mailto:kelder1@lsu.edu)

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Jennifer Driggers – [jdrigg@lsu.edu](mailto:jdrigg@lsu.edu)

