

LSU Travel Program Policies

PM13, University Travel Regulations

FASOP A18, High Risk Travel to Restricted Regions

Agenda

Travel Payment Methods

LSU Travel Program Travel Payment Methods

LaCarte Card (preferred)

Employees are encouraged to request a LaCarte card if they plan to travel on University business

Traveler's Personal funds

Centrally Billed Account (CBA)

University guests or students only

Employee airfare is not allowed on CBAs (student employee is only exception)

Cash (Travel) Advance

Only available for some travelers given the destination/purpose of travel – highly restricted

Employee Travel

LSU

LSU Travel Program Employee Travel Authorization

Spend Authorizations are created in Workday for the following:

- LSU employees

- LSU employed students

Spend Authorizations are required to be fully approved prior to making any travel arrangements (airfare, hotel, conference registration payments). The estimated expenses should be provided for travel expenses on behalf of the traveler.

Create Spend Authorization

- Start Date – first actual date of travel

- End Date – last actual date of travel

- Description – departure destination and business destination in the format of “Departure City, State to Business Destination City, State or City, Country”

- Justification – detailed purpose of travel

LSU Travel Program Employee Travel Authorization

The AS292A-Form is a supplemental attachment to the Spend Authorization.

The AS292A-Form is only required if one of the following criteria applies:

- Disclosure of personal travel dates and destination (Non-LSU travel).

- High Risk Travel to a Restricted Region (Level 3 or 4)

- Travel greater than 30 consecutive days on LSU Business at one location

****Personal travel destinations should not be included in business travel airfare.**

Requirements for Specific Travel Expenses

LSU Travel Program Airfare

Christopherson Business Travel

State-contracted travel agency to book airfare

Contact information:

Email: Statelauniv@CBTravel.com

Toll-free phone: 1.800-961-0720 (Monday-Friday 7a.m.-7 p.m. CT)

Concur Online Booking – Recommended!

On-line support email: OnlineSupport@CBTravel.com

Toll-free Phone: 1.888-535-0179 ((Monday-Friday 7a.m.-7 p.m. CT)

Login to Concur Online Booking Tool:

Access through myLSU online Single Sign-On

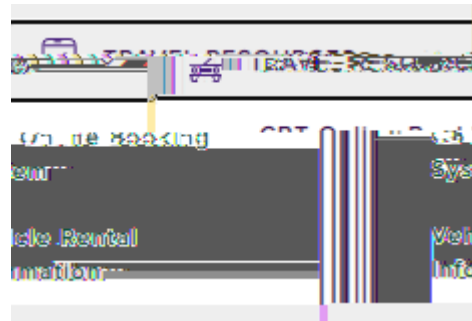
Click “Travel Resources”

Link to CBT Online Booking System will be provided

Agent-assisted travel arrangements

Complex international travel

Group travel (10 or more people traveling together)

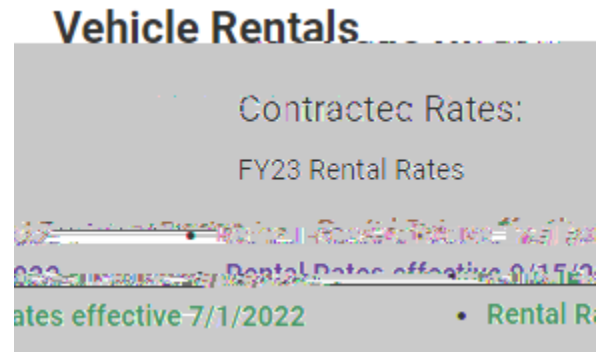




LSU Travel Program Motor Vehicle

LSU Travel Program Motor Vehicle

Rental Rate Changes Effective 9/15/2022



Accounts Payable & Travel website has been updated to reflect the new rates

LSU Travel Program Personal Vehicle

Mileage reimbursement rate is \$.62 per mile for travel dates of ~~09/30/2022~~.

Mileage reimbursement rate is \$.625 per mile for travel dates of ~~10/3/2022~~

Mileage reimbursement rate is \$.655 per mile for travel dates of ~~06/30/2023~~

Out-of-state mileage

Personal vehicle used for traveler's convenience; the mileage reimbursement is limited to the lowest logical airfare quote obtained 14 days prior to travel. The quote must be attached to the traveler's Expense Report.

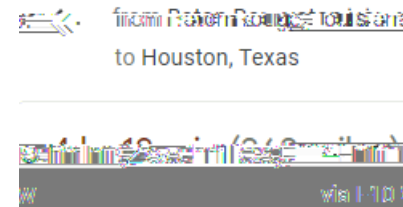
Personal vehicle used for benefit of the university; mileage reimbursement is limited to the lowest

LSU Travel Program Personal Vehicle

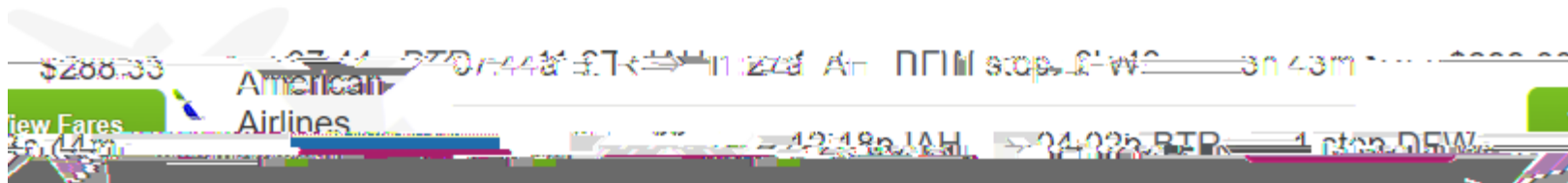
Example: Out-of-state Mileage

John has LSU business travel in Houston, TX on 7/20/2022-7/22/2022. John has decided to drive due to personal preference.

Mileage from Baton Rouge, LA to Houston, TX is 268 miles.
Mileage round trip is 536 x .62= \$332.32



Airfare quote is pulled for Baton Rouge, LA to Houston, TX for dates of travel = \$288.83



The maximum amount John can claim for mileage is \$288.83 as it is more cost effective to fly than drive.

**Mileage map and airfare quote must be attached to expense report for reimbursement.

LSU Travel Program Charter Bus

Christopherson has partnered with Short's Travel Management

Charter bus services are handled by Short's Travel Management through STM Ground, Inc. – STM Driven.

Supplier ID for STM Ground, Inc. – STM Driven is SPL-24680.

No requisition is required

Benefits:

- Student study trips

- Athletics

- International travel

Contact Information:

STM Ground Inc. - STM Driven

1203 W. Ridgeway Avenue Waterloo, IA 50701

Direct: 319-433-0851 Cell: 773-766-8123 Fax: 319-234-2490

E-mail: Nick Gyllin: ngyllin@stmDriven.com

LSU

LSU Travel Program Create an Expense Report in Workday

An Expense Report should be created once the travel has been completed and should include all travel expenses related to the trip. Travel expense reports should be submitted by the 15th of the month following the completion of the trip.

The traveler will link the approved Spend Authorization to their Expense Report along with importing any expenses paid via LaCarte or add expenses paid out of pocket.

All receipts/supporting cost documentation should be attached at the "Attachment" tab in one PDF document.

The Expense Report will be delayed if the appropriate supporting cost documentation is not provided.

Refer to Job Aid on how to "[Create Expense Report for Travel Business Purpose](#)" located on the LSU Workday website under Finance trainings.

LSU Travel Program Create an Expense Report in Workday

Business Purpose for Expense Reports

The Business Purpose determines the routing of the Expense Report to the appropriate auditors (Travel versus LaCarte-procurement purchases)

<u>Travel Business Purposes</u>
Travel- In State
Travel- Out of State (Domestic)
Travel – Out of State (International)
Travel - Extension/Public Service (AG Center)
Travel – Reimbursement – Non-Employee *
Special Meal Events- Travel

* Used for all Non-Employee Expense Reports

Header Memo field on the Expense Reports

Should include travel dates, destinations (from city/state to city/state), and detailed purpose of travel. If any expenses are paid for by another individual, the expense report reflecting the expenses should be referenced.

LSU Travel Program Create an Expense Report in Workday

The following is a list of common travel expense items and the required supporting documentation:

Airfare

LSU Travel Program Create an Expense Report in Workday

Taxi/shuttle

LSU Travel Program Create an Expense Report in Workday

Lodging

A bona fide hotel itemized folio with a zero balance or paid receipt is required.

Conference lodging documentation from the conference organizers showing the hotel name and nightly

LSU Travel Program Lodging, Meals and Incidental Expenses (M&IE)

- Changes!
 - Rates for lodging, meals and incidental expenses for travel dates of 7/1/2022-9/30/2022 can be

GSA Lodging, Meals and Incidental Expenses (M&IE)

General Services Administration (GSA) Website:

<https://www.gsa.gov/travel/plbook/perdiemrates>

Rates for 48 Continental United States, including District of Columbia

The lodging rate **does not include** taxes and fees.

M&IE are inclusive of taxes and tips, receipts not required

Incidentals include tips for valets, porters, baggage carriers, hotel staff and complimentary shuttle services

First and last day M&IE is limited to 75% of the daily M&IE rates for the travel destination

When a meal is provided on first and last day of travel, the meal rate provided is deducted from the 75% rate

Alaska, Hawaii & U.S. Territories Lodging and M&IE

Rates for lodging and incidental expenses (M&IE) for October 1, 2022 – June 30, 2023, can be found in PM-13, Appendix A2

U.S. Department of State Lodging, Meals & Incidental Expenses (M&IE)

Lodging, Meals and Incidental Expenses Website:

https://aoprals.state.gov/web920/per_diem.asp

Breakdown of Daily Meal Rates

https://aoprals.state.gov/content.asp?content_id=114&menu_id=75

Rates are to be used for International Travel

Lodging, M&IE rates are **inclusive** of taxes and tips.

Incidentals include tips for valets, porters, baggage carriers, hotel staff, complimentary shuttle services, and **laundry/dry cleaning services**.

First and last day M&IE are limited to 75% of the daily M&IE rates for the travel destination

Expense Item to use on Expense Report: Meal (Federal Per Diem)

Job Aid: <https://www.lsu.edu/administration/ofa/oas/acctpay/pdfs/travel-updates-10.1.22.pdf>

U.S. Department of State Lodging, Meals & Incidental Expenses (M&IE)

Student Group Trips (including Athletics)

Are eligible for the full M&IE rate when travel begins at/or before 8am on the first day of travel or extends to/or beyond 8pm on the last day of travel.

Single Day Travel

Must not exceed 75% of the M&IE rate (GSA) for the travel destination and Department Head approval is required

Travelers must be in travel status for more than 12 hours but less than 24 (no overnight stay)

Single day travel M&IE are considered taxable income to the employee

Expense Item to use on Expense Report: Meal (Single Day)

Job Aid:

LSU Travel Program Create an Expense Report in Workday

Once all travel expenses are added to the expense report and all supporting documentation is attached, click “submit” to route the expense report for approval.

Approval process of expense reports:

- Cost Center Manager (CCM)

- Manager

- Expense Partner- Travel

Non-Worker Travel

LSU Travel Program Travel Payment Methods Nonworker

- Non-Workers are defined as University guests/visitors, interview candidates, or non-employed graduate or undergraduate students.
- **Payment Options for Travel Expenses**
 - Departmental CBA (airfare and/or conference registration only).
 - LaCarte cardholder with a Travel Arranger spending profile
 - Direct Billing Payment Process with Lod Cook Hotel (Form AS540)
 - Personal Funds

LSU Travel Program ~~Non~~ Worker Travel Authorization

Travel Authorization for ~~Workers~~ can be created via:

Spend Authorization

Unemployed students, interview candidates, guests without stipends (Purchase Order).

A Non-Worker will be created as an External Committee Member through Workday.

Please refer to the "[Job Aid, Expense Report for Non-Workers](#)" for the step-by-step instructions on how to create an External Committee Member (ECM)/Non-Worker and the related expense report.

AS516 Form

University Guests with a stipend (or Purchase Order)

University Guests paid by wire (reimbursed on AS300-NW Form)

Non-employee group travel (may do one AS516 Form with an attached list of travelers)

High Risk Travel to Restricted Regions

LSL

LSU Travel Program High Risk Travel to Restricted Regions (FAS) OP: AS

The U.S. Department of State Travel Advisory will include an accompanying rating level for every country.

Travel Advisory levels

Level 1 – Exercise Normal Precautions: This is the lowest advisory level for safety and security risk.

Level 2 – Exercise Increased Caution: Be aware of heightened risks to safety and security.

Level 3 – Reconsider Travel: Avoid travel due to serious risks to safety and security. During an emergency, the U.S. government may have very limited ability to provide assistance.

Level 4 – Do Not Travel: This is the highest advisory level due to greater likelihood of life-threatening risks. During an emergency, the U.S. government may have very limited ability to provide assistance. The Department of State advises that U.S. citizens not travel to the country or to leave as soon as it is safe to do so.

LSU Travel Program High Risk Travel to Restricted Regions (FAS) OP: AS

All international travel requests to countries with a Level 3 or Level 4 travel advisory must be presented at least 30 days in advance of the proposed travel.

The request is subject to approval by the Executive Vice President and Provost (or his/her designee) at the recommendation of the International Travel Oversight Committee (ITOC).

The required form (i.e., AS295 or AS296) must be sent to Patrice Gremillion at pgremill@lsu.edu in Accounts Payable & Travel.

The forms are sent to the ITOC for review and recommendation. The ITOC recommendation is sent with the forms to the Provost office.

Final approval is made by the Provost's delegate who will return the form (either approved or not) to the traveler/department. If approved, the form should be attached to the Spend Authorization in Workday.

Reports

Workday Reports

Helpful Reports:

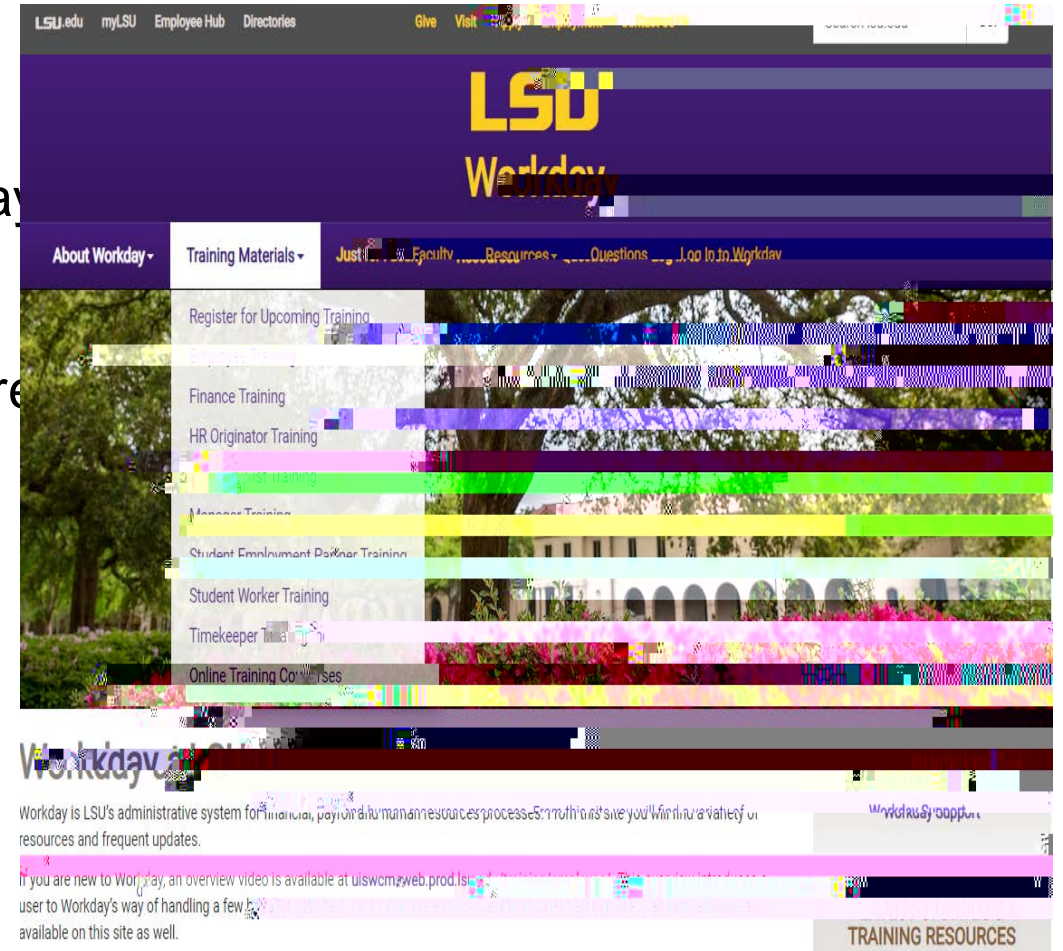
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Resources

Resources & LSU Workday Website

See the tabs labeled Training Materials for step-by-step instructions and how-to guides for preparing Workday related employee tasks.

All job aides related to Accounts Payable & Travel are under Finance Training Expenses and select Expenses



Resources

AP & Travel Website (i.e., AS Form 13, PM 18, etc.)
<https://www.lsu.edu/administration/ofa/oas/acctpay/index.php>

Contact Information

Patrice Gremillion	Director	pgremill@lsu.edu	225.578.3366
Jennifer Driggers	Associate Director LaCarte/Travel	jdrigg@lsu.edu	225.578.1538
Valery Sonnier	Associate Director Invoice Processing	vsonnier@lsu.edu	225.578.1531
Angie Mann	Business Solutions Manager	amann7@lsu.edu	225.578.3761

Travel Staff:

Kathleen Patrick	Assistant Director Travel Program	kelder1@lsu.edu	225.578.3699 ***
Andrea Chu	Travel Auditor	andreachu@lsu.edu	225.578.3698 ***
Caitlin Cox	Travel Auditor	ccox40@lsu.edu	225.578.6052 ***
Jonathan Fresina	Travel Auditor	jfresi1@lsu.edu	225.578.3672 ***

LaCarte Staff:

DeAnna Landry	Assistant Director LaCarte Program	deannal@lsu.edu	225.578.8593
Theresa Oubre	LaCarte Auditor	talber3@lsu.edu	225.578.1543
Christian O'Brien	LaCarte Auditor	Cobrien2@lsu.edu	225-578-1544

Direct Charge Invoice Processing Staff:

Arlyn Becnel	Staff Accountant	abecnel1@lsu.edu	225.578.3697
Deana Clemens Delage	Accounting Technician	dcleme2@lsu.edu	225.578.1539
Jessica Morris	Staff Accountant	jmor116@lsu.edu	
