LSU
LOUISIANA STATE UNIVERSITY

CAMPUS CORRESPONDENCE

Date: August 11, 2010

To: President John Lombardi
Chancellor Michael Martin
Vice Chancellors
Deans, Directors and Department Heads

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

Subject: Travel Policy Changes Effective July 1, 2010
& New State Contract Travel Agency

PM-13, University Travel Regulations, has been revised to reflect changes to the travel policy effective July 1, 2010. This memo is separated into two sections – the first section providing information regarding the State's new contracted travel agency – Short's Travel Management; the second section providing a summary of changes associated with the revised PM-13.

Effective July, 1, 2010, **Short's Travel Management** is the contracted travel agency for the State of Louisiana. The contact information is as follows:

SHORT'S TRAVEL MANAGEMENT
1203 W. Ridgeway Avenue
Waterloo, IA 50701

Toll Free: (888) 846-6810
Fax: (319) 433-0847
E-mail: state@shortstravel.com
Website: www.shortstravel.com/lsu

Summary of pertinent information:

1. Short's Travel Management's normal business hours are 8:00 am to 5:00 pm CST Monday - Friday.
2. The agent-assisted transaction fee is $24. The online booking fee is $5.
3. Short's Travel should be used for University business travel only.
4. A 24-hour Emergency Travel Service at (888) 846-6810 is available 24 hours/7 days a week. The 24-hour Service is designed to support travelers in the event of a "true emergency". Beginning August 1, 2010, there will be a $15 per call transaction fee for use of the after hour services. The fee will be reimbursable only if the service was used for a "true emergency". In the event the 24-hour Service is used for any non-emergency transactions, the transaction fee will not be reimbursed.

Short's Travel also offers an innovative easy-to-use online self-booking program, **Short's Travel Online,** for booking airfare, hotel, and car reservations. Use of the online booking program can help save 80% of the agency booking fees. Departments are strongly encouraged to have their travelers utilize the online booking program to take advantage of the cost saving means, especially during these tough economic times.

Short's Travel has scheduled several webinar training sessions to introduce **Short's Travel Online.** The trainings will include the system's features such as:

- Unused Ticket Management by traveler
- CBA as a payment option for online bookings
- E-mail notifications for CBA approvals for agent-assisted and online bookings
- Methods of viewing itineraries - including mobile apps for Blackberry and i-phone devices

In order to attend a webinar training session, registration is required. To register, please go to *Travel* on the AP & Travel website, select *Short's Travel Management* and click on *Short's Travel Online Training* for the Planning Point registration link or go directly to https://www.planningpoint.net/Events/LSUSTO. Please refer to the AP & Travel website for the schedule of webinar trainings.

PM-13 has been revised to reflect changes to the travel policy effective July 1, 2010. A summary of changes is as follows:

- Routine lodging costs for Tiers I and II have increased - see the Reimbursement Schedule included in PM-13.
- Designated conference hotel(s) with no room available - a Department Head may approve to pay the actual hotel cost not to exceed the conference lodging rates for other hotels located near the conference hotel.
- All airport shuttle/limousines and taxi reimbursements require a receipt to account for the total daily amount claimed. A driver's tip for shuttle/limousines and taxis may be given and must not exceed 15% of the total charge. The tip amount must be included on the receipt received from the driver/company.
- In-state rentals are subject to the Enterprise Rent-A-Car State Motor Pool Contract. Only the cost of rental of compact or mid-size/intermediate models is reimbursable, unless 1) non-availability is documented, 2) the vehicle will be used to transport more than two individuals, or 3) the cost of a larger vehicle for out-of-state rentals only, is no more than the rental rate of a compact or mid-size/intermediate model. Special approval is required from the Department Head or his/her designee, for rental of any vehicle above the "full size" category.
- A Department Head or his/her designee may, on a case-by-case basis, authorize a larger sized rental vehicle provided detailed justification is kept in the employee's file. Such justification should include, but is not limited to, specific medical requirements when supported by a doctor's recommendation.

- Regular unleaded gasoline or diesel should be purchased for both University-owned and rental vehicles. Mid-grade, super, plus or premium gasoline is typically not necessary.
- Unauthorized individuals should not be transported in University-owned 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 the passenger (or passenger's guardian) signs a Hold Harmless Agreement form acknowledging the fact that the University assumes no liability for any loss, injury, or death resulting from said travel.
- Students shall not be authorized to drive University-owned or rental vehicles for use on official University business if the student is not an employee of the University.
- Delinquent corporate travel credit cards that result in the card being suspended or revoked will not be reinstated.
- A Parking Coupon is no longer required at the Baton Rouge airport. The employee's University ID or the traveler's itinerary issued by the state-contracted travel agency should serve as sufficient documentation to justify the employee is on official University business.
- Upon receipt of written justification, the University may approve for employees to be reimbursed for a VISA and/or immunizations when the traveler is traveling on behalf of the University on official business. It is not practice for the University to reimburse for a passport. However, a passport may be reimbursed upon a detailed justification request and Department Head approval justification as to why the reimbursement request was approved.
- Refreshments shall not exceed $4.50 per person, per morning and/or afternoon sessions, for both catered and self-catered approved events.

The revised PM-13 will be available on the LSU System's website soon. If there are any questions or concerns regarding any of these changes, please call me, Patrice Gremillion or a member of the Travel staff.

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