LSU
LOUISIANA STATE UNIVERSITY

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.
- The Campus Head or his/her designee may authorize approval for an employee to be reimbursed for in domicile lodging.
- 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 Motor Pool 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 approval is required from the Department Head or his/her designee, for rental of any vehicle above the "intermediate size" category.
- Meal per diems increased:
  - Tier I per diem increased for dinner ($21)
  - 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 (AS292 "Request for Authorization to Travel").
- Inclusion of the definition of High Risk Travel which directs employees to FASOP: AS-18 "High Risk Travel to Restricted Regions) for procedures to be followed.

State contract rates and AS forms have been updated to reflect changes in LSU's FASOP: AS-02 "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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Attachment

Memo # AS-12-02

FASOP: AS-02

UNIVERSITY TRAVEL REGULATIONS

Scope: Louisiana State University

Effective: July 1, 2011. This memorandum supersedes any prior versions of FASOP: AS-02.

Purpose: To establish a procedure to assist travelers in making travel arrangements and in the reimbursement of travel expenses.

Procedures: This FASOP is based off of anticipated changes in PM-13, University Travel Regulations, issued by the LSU System, which is reviewed at the start of each fiscal year.

I. Introduction

A. Application of Regulations

The Commissioner of Administration issued revised General Travel Regulations in Policy and Procedure Memorandum No. 49 effective July 1, 2011. This permanent memorandum is not meant to be all inclusive of PPM No. 49. It does serve to supplement the General Travel Regulations indicating the University policy where discretion is permitted or where exceptions approved by the Commissioner of Administration have been granted. All travel at University expense is subject to the provisions of these General Travel Regulations. 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, personal, or consulting services in accordance with R.S.39:1481 et seq.
2. Members of boards, commissions, and advisory councils required by Federal or State legislation or regulation. Travel allowance levels for all such members and any staff shall be those levels authorized 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 controlled through an authorized approver(s) to provide a means to purchase airfare and conference registration only. Each Department Head determines the extent of the account's use.

C. Conference/Convention - Defined herein as a meeting for a specific purpose and/or objective. Non-routine meetings can be defined as a seminar, conference, convention, or training. Documentation required is a formal agenda, program, letter of invitation, or registration fee. Participation as an exhibiting vendor in 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. In the event the designated conference hotel(s) have 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.

D. Contract Airfare

1. Competitive bid airfares that are fully refundable, non-penalty tickets. Contract price is firm for last seat availability.
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 by the cardholder. Charges to these cards are never the liability of the University.

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 may be given if appropriate documentation is presented promptly.

G. Extended Stay - Any assignment made for a period of 31 or more consecutive days at a place other than 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 efforts to mitigate 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. International Travel - All travel to destinations outside the 50 United States, District of Columbia, Puerto Rico, U.S. Virgin Islands, American Samoa and Guam.

K. LaCarte Card - The procurement card provided to employees based on their need to purchase business 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.
3. Penalties could include restrictions such as advanced purchase requirements, weekend stays, etc. 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 nor shall he/she receive reimbursement for travel to and from his/her residence.
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://aoprals.state.gov/web920/per_diem.asp. Reimbursement at 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 36 of the Louisiana Revised Statutes (i.e., Secretary, Deputy Secretary, Under-Secretary, Assistant Secretary, and equivalent positions in higher education and the 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 Period - A period of time between the time of departure from your domicile and the time of return to your domicile.

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

W. Travel Scholarships - If any type of scholarship for travel is offered and/or received by a State employee, it is the agency/employee's responsibility to receive/comply with all ethic laws/requirements. (See R.S. 42:1123).

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 savings amounting to at least $30, not including the travel agency service fee. Reservations for in-state hotel/motel accommodations are not required to be made through the contracted travel agency. The contracted travel agency has an on-line booking system which can be used by all travelers for booking airfare, hotel, and car reservations. Use of the on-line booking system can drastically reduce the cost paid per transaction and University travelers are strongly encouraged to utilize this service.

B. Recognized Purposes

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

1. Authorized travel of members of the Board of Supervisors, faculty, staff (including Graduate Assistants and student workers) on behalf of the University.
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. Authorized travel of guest lecturers, seminar directors, and others who are called upon to contribute time and services to the University.
6. Authorized travel of individuals invited to the campus for consideration for appointment to faculty or staff positions.
7. Authorized travel of superior undergraduate, graduate and medical students being recruited by 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.
2. All travel at University expense will be under the direct control of and must be approved in advance and in writing by the head of the budgetary unit (i.e., the Dean of a College, Director of a division, or a designated administrative officer).
3. 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 domicile travel if such is a regular and necessary part of the employee's duties, but not for attendance at infrequent or irregular meetings. The required routine travel must be documented in the job description. An annual authorization for routine in-state travel shall not cover travel between an employee's home and workplace, out-of-state travel, or travel to conferences and conventions. When routine travel is within the city of domicile, the routine travel must be a part of the employee's job duties and only mileage may be reimbursed 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.
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 should be punctually repaid when submitting the Travel Expense Reimbursement Request covering the related travel, no later than the fifteenth day of the month following the completion of travel.

Travel Advances <u>are not</u> provided to cover lodging, meals, vehicle rentals, and incidental costs.

<u>Exemptions:</u> Travel Advances may be allowed for:

1. Graduate student employees on business travel for the University.
2. Employees who accompany and/or are responsible for students on group or client travel.
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 airfare and/or conference registration fees only. In the event employees pay for these costs with personal funds when the travel dates exceed 30 days from the paid date, a Travel Advance may be provided for the following:

1. Advance ticket purchases (over 30 days).
2. Registration for seminars, conferences, and conventions.
3. First night's hotel lodging when required to be paid in advance by the hotel property.
4. Lodging costs for employees traveling for extended periods (defined as over 30 days).

E. Use of Corporate Travel Credit Card

1. The University contracts for an official corporate travel credit card to provide a source of payment for all travel expenses. All travelers shall apply through their appropriate campus business office. The current contract is with Bank of America for a Visa corporate travel credit card.
2. Airfare at state contract rates must be charged to the corporate travel credit card, the LaCarte card or to a CBA (Centrally Billed Account). This is a mandatory requirement by the airlines in order to continue to receive discounted, non-penalty state contracted airline tickets. Airfare not charged to one of these three accounts may result in airlines not allowing the employee to board at the contract rate. Airlines may reject contract fares when tickets are not charged to the corporate travel credit card, LaCarte card or to the CBA. When this happens, the employee is subject to non-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 card-issuing bank. Corporate travel credit card accounts that become delinquent are subject to being suspended or revoked. Once an account is revoked, the account will not be reinstated. The University will have no tolerance to assist those employees who abuse their travel card privileges. An employee terminating University service must return the card to the appropriate campus business office for cancellation. A retiree or employee that has separated from 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.
2. The LaCarte card is a University corporate credit card and will not affect the cardholder's personal 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

No claim for reimbursement shall be made for any lodging and/or meals furnished by any party at no cost 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 domicile, and include a statement showing the particular relationship of the trip to the budget account to which it is charged. When speaking at a conference for which there is no registration fee, documentation must be provided to prove attendance. The Travel 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 CBA is used as the means of payment for the cost of air transportation and/or conference registration or the LaCarte card is used as payment for reimbursable travel expenses (i.e. air transportation, lodging, vehicle rentals, etc.), all expenses incurred on any official

trip shall be paid by the traveler. The traveler's Travel Expense Reimbursement Request should document 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 CBA and/or LaCarte card. A notation of the payment method should be indicated on the traveler's Travel Expense Reimbursement Request.

C. Travel Expense Reimbursement Requests should be submitted by the fifteenth day of the month following the completion of travel.

D. Where 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 member seeks reimbursement for meals paid for the entire group. One member of the group may not 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 certifying the amount of meal money received.

E. Any individual who submits a Travel Expense Reimbursement Request pursuant to these regulations and who 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 preparation or presentation of a claim which is fraudulent or is false as to any material matter shall be guilty of official misconduct. Whoever shall receive an allowance or reimbursement by means of a false request shall be subject to disciplinary action, up to and including termination, as well as be criminally and 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

1. Common carrier shall be used for out-of-state travel unless it is documented that utilization of another method of travel is more cost efficient or practical in accordance with these regulations.
2. 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, such as commercial air travel or a state plane, will serve this same purpose.
   a) Chartering a privately-owned aircraft must be in accordance with the Procurement Code.
   b) Reimbursement for use of a chartered or unchartered privately-owned aircraft under the above 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.

      Note: If there are extenuating circumstances requiring reimbursement for expenses other than 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 shall be investigated, and such investigation shall be documented and attached to the Travel Expense Reimbursement Request for the trip in question.
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 non-penalty, fully refundable tickets. No penalty fees are charged for changes/cancellations, and no restrictions are imposed on flight schedules.** The 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 rates could cause their cancellation. Individuals booking tickets for non-official University business using state contract rates will be subject to disciplinary action as well as payment of the difference between state contract rate and full coach airfare.

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 hours' 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 including cancellation 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.

Commercial air travel will not be reimbursed in excess of state contract rates when available, or 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 carry out the purpose of the travel, the traveler will secure a certification from the booking agency indicating this fact. The certification is required for travel reimbursement.

a) Due to the fact that the state contract rates are fully refundable and carry no penalties, the tickets will typically cost more than lowest logical fares. The University encourages the use of lowest logical "best value" airfares. State contract rates should be used in circumstances where the traveler's schedule is not firm, or the state contract rate presents a savings over the cost of the 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 to purchase from an alternate agency.
b) 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 unavoidable situations 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 airline charge for searching and refunding lost tickets will be charged to the traveler. 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/points 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 registration form specifies that certain airlines have been designated official carrier offering discount rates. If so, providing this information to the state-contracted travel agency could result in securing the discount rate for the traveler.

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.

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.

Safety restraints shall be used by the driver and passengers of vehicles. All accidents, major and minor, shall be reported first to the local police department or appropriate law enforcement agency. An accident report form, available from the office responsible for campus safety, should be completed as soon as possible and 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 https://sites01.lsu.edu/wp/riskmgt/files/2010/11/Hold-Harmless-Passenger.pdf, 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. However, when graduate or undergraduate students, traveling as individuals or in groups, with or without University funding, for any LSU-sponsored, LSU-administered, or LSU-related activity/program (including, but not limited to activities such as taking part in official study abroad programs, participating in recognized student organization trips both domestic and abroad, 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 student(s) must meet the rental company age requirement when driving a rental vehicle.

Persons operating a University-owned, rental or personal vehicle on official university business will be completely responsible for all traffic, driving, and parking violations received. This does not include university-owned or rental vehicle violations (i.e. inspection sticker, as the University and rental company would be liable for any cost associated with these types of violations).

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; any duly appointed member of a state board, commission, or advisory council; and any other person who has received specific approval from the Department Head or his/her designee to operate or travel in a fleet vehicle on official University business. Each employee operating a fleet vehicle for official University business must complete form DA2054 (Authorization and Driving History), which can be found at http://www.fas.lsu.edu/purchasing/PDFs/da2054.pdf. The DA 2054 form must be in the centralized file located in the Property Management office for employees (including student employees) who have been granted approval.
   b) All receipts for purchases made on University gasoline credit cards must be signed by the approved traveler making the purchase. The license number and the unit price and quantity of 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 from official domicile in travel status. In all instances where a University gasoline credit card is used to purchase items or services which are incidental to the operation of a vehicle, a tissue copy of the credit ticket along with a written explanation of the reason for the purchase should be attached to the monthly report required to be filed for all University-owned vehicles.

c) 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 applicable. This applies for both university-owned and rental vehicles, as mid-grade, super, plus or premium gasoline are typically not necessary. Departments should be familiar with the existence of such allowances and/or contracts by contacting the Purchasing Office or visiting the Purchasing website. University credit cards will not be issued to travelers for use in the operation of privately-owned vehicles.

d) University-owned vehicles may be used for out-of-state travel only if permission of the Department Head has been granted prior to departure. If a university-owned vehicle is to be used to travel to a destination more than 500 miles from its usual location, documentation that this is the most cost-effective means of travel should be readily available in the Department's travel reimbursement files.

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 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.

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.fas.lsu.edu/purchasing/PDFs/da2054.pdf. The DA 2054 form must be in the centralized file located in the Property Management office for employees (including student employees) who have granted approval.

b) When two or more individuals travel in the same privately-owned vehicle, only one charge will be allowed for the expense of the vehicle. The person claiming reimbursement shall report the names 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:
   - **Example 1:** If someone leaves Baton Rouge, travels to New Orleans and returns that same day, they are entitled to 99 miles maximum for that day if they choose to drive their own personal vehicle.
   - **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, Shreveport, Monroe and returns to the office four days later, they are entitled to 99 miles maximum for the entire "trip" if they choose to drive their personal vehicle.

d) Mileage for moving expenses shall be reimbursed at the federal rate in effect at the time of the move.

e) Mileage shall be computed by using one of the following options:
   (1) On the basis of odometer from point of origin to point of return; or
   (2) A website mileage calculator or published software package indicating mileage (to be attached to the Travel Expense Reimbursement Request).

f) 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.

g) When use of a privately-owned vehicle has been approved for out-of-state travel for the traveler's 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 individuals traveling in the vehicle. The traveler is personally responsible for any other expenses 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 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 and a vehicle rental quote at the point of destination; or
(2) State contract rate.
The reimbursement would be limited to the one lowest logical airfare quote, not the number of individuals traveling in the vehicle. 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.

j) 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 carrier be the primary insurance. The Office of Risk Management covers collision damage up to $1,000.

3. Rented Motor Vehicles (receipts 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 form acknowledging the fact that the University assumes no liability for any loss, injury, or death resulting from said travel.

a) **In-state Vehicle Rental** - The State has contracted for in-state vehicle rentals through the Enterprise Rent-A-Car's State Motor Pool Rental Contract for business travel which applies to all 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 size fleet in stock for the date of use.

The Chancellor, or his designee, may give approval to bypass the State Motor Pool Rental Contract, on a case-by-case basis, or by College, Department, School or program provided a

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 required to use 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.

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 available; (2) utilize their own vehicles and receive a mileage reimbursement not to exceed a maximum of 99 miles per round trip and/or day at 51 cents per mile (see the Examples in Section V, subsection C.2 c.); or (3) rent a vehicle from the State Motor Pool Rental Contract.

Employees should not make rental reservations at airport locations to prevent the additional unnecessary costs. Employees can reserve a vehicle in one of several ways using the Corporate ID Number NA1403 and Company Name/PIN Number – STA:

- Reserve by calling an Enterprise local rental branch directly (during business hours)
- By calling 1-800-Rent-A-Car (24 hours/day)
- Accessing the LSU Accounts Payable & Travel website
- 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 travel, excluding Louisiana and international travel, utilizing the State of Louisiana's out of state contracts. The State of Louisiana out of state participating vendors 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 departure is required for the rental of vehicles, however, if the department chooses, approval may be handled on an annual basis if duties require frequent rentals. Special approval is required from the Department head or his/her designee for rental of any vehicle above the "intermediate size" 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.

A Department Head or his/her designee may, on a case-by-case basis, authorize a larger sized vehicle provided detailed justification is made in the employee's file. Such justification should include, but is not limited to, specific medical requirements when supported by a doctor's recommendation.

f) **Personal Rental** - Any personal mileage or rental days on a vehicle rented for official University business is not reimbursable and will be deducted from the claim for reimbursement.

g) **Gasoline** (receipts required) - Reimbursements require a receipt for regular unleaded gasoline, or diesel when applicable. This applies for both University-owned and rental vehicles. Mid-grade, super, plus or premium gasoline is typically not necessary. Reasonable gasoline cost is

reimbursable when receipts are submitted; mileage is not reimbursable on vehicle rentals. Pre-paid fuel 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 vehicle rentals, other than Enterprise Rent-A-Car State Motor Pool Contract, is provided by the Office of Risk Management. If a collision occurs while on official University business, the accident should be reported immediately to the Office of Risk Management and the rental company, when applicable. The Department will be responsible for the cost of the repairs up to a deductible of $1,000. CDW/Damage Waiver Insurance and $1 Million Liability Protection Coverage are included 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) provided through the vehicle rental company be purchased when the traveler is renting a vehicle outside the 50 United States. With the approval of the Department Head, insurance costs may be reimbursed for travel outside the 50 United States only.

j) **Insurance for vehicle rentals by non-employee contractors** will be reimbursable.
The following are some of the insurance packages available by vehicle rental companies that are reimbursable:
   (1) Collision Deductible Wavier (CDW) - If a collision occurs while on official University business, the cost of the deductible should be paid by the traveler and reimbursement claimed on a Travel Expense Reimbursement Request. The accident should also be reported to the office responsible for campus safety.
   (2) Loss Damage Waiver (LDW).
   (3) Auto Tow Protection (ATP) - Requires Department Head approval.
   (4) Supplement Liability Insurance (SLI) - * 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.
   (6) Vehicle coverage for attempted theft or partial damage due to 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).

k) **Navigation equipment (GPS Systems)**, rented not purchased, may only be reimbursed if an employee justifies the need for such equipment and with prior approval from the Department Head or his/her designee.

D. Public Ground Transportation

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 shuttle/limousines and taxi reimbursements, including tip, requires a receipt to account for 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. All other forms of public ground transportation are limited to $15 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 policy requiring receipts for an amount less than $15 per day. To assist with verifications of taxi fares, a traveler should contact the taxi company for an estimate or visit sites such as taxifarefinder.com. An employee should always get approval, prior to the trip, if multiple taxis will be used; as it may be in the University's best interest to rent a vehicle versus reimbursements of multiple taxi expenses.

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 appropriate 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. Each Department Head or their designees are to determine the reasonableness of when an overnight stay is justified. However, the Department Head will be allowed to authorize single day meal reimbursements on a case-by-case basis or by type(s) of 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 8 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 travel begins at/or before 10 a.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

A Department Head or his/her designee has the authority to approve actual routine lodging provisions, on a case-by-case basis not to exceed 50% over PM-13 current listed rates. Each case must be fully 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 request for reimbursement must be accompanied by 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	8	12	21	41
II	New Orleans and out-of-state cities, with the exception of the cities listed in Tiers III & IV	10	14	28	52
III	Atlanta, Austin, Cleveland, Dallas/Fort Worth, Denver, Detroit, Ft. Lauderdale, Galveston, Hartford, Houston, Kansas City, MO, Las Vegas, Los Angeles, Miami, Minneapolis/St. Paul, Nashville, Oakland, Orlando, Philadelphia, Phoenix, Pittsburgh, Portland, ME, Portland, OR, Sacramento, San Antonio, San Diego, St. Louis, Tampa, Wilmington, DE, Puerto Rico, Virgin Island, all of Alaska and Hawaii, American Samoa and Guam	12	17	28	57
IV	Alexandria & Arlington, VA, Baltimore, Boston, Chicago, New York City, San Francisco, Seattle, Washington, DC, and international cities	13	19	33	65

2. Receipts are not required for routine meals within these allowances. Number of meals claimed must 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 surcharge; receipts required. Receipts from a bona fide hotel or motel for lodging shall be submitted and attached to Travel Expense Reimbursement Request. The actual amounts are not to exceed:

Tier	Lodging Area	Routine
I	In-state cities (except as listed)	77
	Baton Rouge – EBR	96
	Covington/Slidell - St. Tammany	88
	Lafayette	87
	Lake Charles – Calcasieu	79
II	New Orleans - Orleans, St. Bernard, Jefferson and Plaquemines parishes (July – Sept)	98
	New Orleans - Orleans, St. Bernard, Jefferson and Plaquemines parishes (Oct – June)	131
	Out-of-state (except cities listed in Tiers III & IV)	85
III	Atlanta, Austin, Cleveland, Dallas/Fort Worth, Denver, Detroit, Ft. Lauderdale, Hartford, 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, Virgin Island, all of Alaska and Hawaii, American Samoa and Guam	135
IV	Baltimore, San Francisco, Seattle	175
	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 is defined as an immediate or adjacent location (overflow of the city) to the travel destination.

Employees should always attempt to use the tax exempt form located on the AP & Travel website at http://www.fas.lsu.edu/AcctServices/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.

2. Conference Lodging Allowance - Employees will be reimbursed lodging rate, plus tax and any mandatory surcharge; receipts required. A Department Head or his/her designee has the authority to approve actual cost of conference lodging, for single occupancy, when the traveler is staying at the designated conference hotel. If there are multiple designated conference hotels, the lowest designated 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 to exceed the conference lodging rates for the other hotels located near the conference hotel. This allowance does not include Agency Hosted Conference Lodging Allowances. See Section X, 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 an actual expenses basis with prior approval by the direct supervisor. No reimbursements are allowed 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 should be adjusted downward wherever possible. Reimbursement requests for meals and 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

1. Parking at the **Baton Rouge Airport** - The State's current contract rate is $3.50 per day (no receipts required) for parking in the indoor parking garage, as well as the outside, fenced parking lot at the airport. Documentation required to receive the contract price is either a University ID or a travel itinerary issued by the state-contracted travel agency designating the employee is on official University 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 contract rate is a University ID, business card, University-issued corporate travel card, or a travel itinerary issued by the state-contracted travel agency designating the employee is on official University business. An employee may be paid actual expenses up to $8 per day with a receipt. In order to be exempt from sales taxes, travelers should attempt to use the tax exempt form (Form 1392) located on the AP & Travel website at http://www.fas.lsu.edu/AcctServices/acctpay/ 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 fares, 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.

VII. Reimbursement for Other Expenses (while in travel status only)

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.
3. International Travel - Up to $10 upon arrival at each destination and prior to departure from each destination within the first or last 24 hours of the trip, respectively. For stays in excess of seven days, one $10 call will be allowed for every second night after the first night.
4. Internet - Internet access charges for official University business from hotels or other travel locations are treated the same as business telephone charges. A Department Head may implement a stricter policy for reimbursement of internet access charges. Receipts are required.
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 trip and for the inbound departure trip.

D. Luggage Charges from Airlines

A Department Head or his/her designee may approve reimbursement for a traveler, with a receipt, any airline charges for the first checked bag for a business trip of 5 days or less and for a second checked bag for a 6-10 day business trip and/or additional baggage which is business related and required by the Department. The traveler must present a receipt to substantiate the luggage charges. Travelers will be reimbursed for excess baggage charges (overweight 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 attendance, 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 his/her 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 claimed at the U.S. Department of State rates. To accommodate 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 a daily conversion calculation. For charges paid in cash, a conversion calculator must be attached.

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.

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-contracted travel agency. Once an employee has been granted approval to travel internationally, 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 the cost is at least 30% less than the state-contracted rate to the destination city.** The cost of the

transaction fee charged by the travel agency **should not** to be used in the calculation. The airfare quote must be attached to the Travel Expense Reimbursement Request.

Option 2: If an employee seeks and finds a lower fare available from a source other than the state-contracted travel agency and there is no contract rate for the destination city, the employee must obtain 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 can be matched or beat and, within 24 hours, a response will be provided. If the fare can be matched or beat, the ticket must be purchased from the state-contracted travel agency and an exception request will not be approved. If the travel agency cannot match the price, the travel agency will indicate the itinerary cannot be matched and provide a written statement (i.e. e-mail) for the traveler to make the outside purchase. This approval must be attached to the Travel Expense Reimbursement Request to obtain reimbursement of the cost of the ticket.

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.

C. Written authorization for reimbursement of travel expenses must be obtained from the Department Head (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 who is not otherwise eligible for such reimbursement and where reimbursement is not available 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. The number of University personnel participating should be kept to a minimum.
2. Guest lecturers, visiting scholars and other visiting dignitaries or executive-level individuals from other governmental units, business, or industry and individuals providing identified gratuity services to the

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 a 12-hour workday or a 6-hour weekend when such are not normal working hours, to meet crucial deadlines or to handle 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 Dinner Reception	$20 per person
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 group of people at a meeting, conference or convention; allowances are not additional "meal provisions" provided to individuals in travel status. University employees should be included only to the extent that their official capacity would indicate their presence as desirable (i.e., meetings are interdepartmental in nature).

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. Group refreshment expenditures for a meeting, conference or convention are limited to those incurred 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 or a single designee in order to be reimbursed.

C. Requests to the Campus Head or a single designee for special meal authorization must be under signature of 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. Names, official titles and affiliations of all individuals for whom reimbursement of meal 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 or single designee.
4. Original itemized receipts.

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