LSU
LOUISIANA STATE UNIVERSITY

CAMPUS CORRESPONDENCE

Date: March 9, 2012

To: Deans, Directors and Department Heads

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

Subject: Bank of America Travel Card/Memo # AS-12-03

The State of Louisiana has discontinued the individual liability travel credit card program with the Bank of America. LSU's solution to paying for travel expenses incurred by an individual traveling on university business is to utilize the LaCarte card. The LaCarte card can be used to pay for allowable travel expenses such as airfare, rental car, hotel, conference registration fees, gasoline (for rental vehicles) and parking. Meals and personal incidental expenses are not allowed on LaCarte. Meals should be paid with personal funds and a Travel Expense Reimbursement Request (AS300) form should be submitted for reimbursement following the completion of travel.

Additional benefits of using the LaCarte card include the following:

- Travel and Emergency Assistance Services
- Auto Rental Collision Damage Waiver
- $500,000 Worldwide Automatic Travel Accident Insurance
- Excess Automatic Common Carrier Baggage Reimbursement
- Roadside Assistance
- Collision Loss Damage Insurance
- Visa Liability Waiver-Misuse Insurance – up to $100,000 per cardholder

Employees in need of a means to pay travel expenses should complete a LaCarte Enrollment (AS700) form. To request Travel Authority on the card, complete Section C. The single purchase limit for travel is $5,000 (monthly limit of $40,000). For existing LaCarte cardholders who would like Travel Authority added to their cards, complete Section F on the LaCarte Maintenance (AS702) form. Both forms can be found at http://www.fas.lsu.edu/AcctServices/acctpay/forms.html.

FASOP: AS-02 "University Travel Regulations" must be followed when using LaCarte for payment of business travel expenses. Travelers are encouraged to provide a personal credit card upon hotel check-in for personal incidental expenses.

If there are any questions or concerns regarding any of these changes, please call Patrice Gremillion at (225) 578-3366 or Lindsay Berthelot at (225) 578-1538.

xc: Eric Monday
Patrice Gremillion
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