LOUISIANA STATE UNIVERSITY

CAMPUS CORRESPONDENCE

Date: July 27, 2012

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, 2012
Memo #: AS-13-01

FASOP: AS-02 "University Travel Regulations" has been updated to reflect changes to the travel policy effective July 1, 2012. The following is a summary of the changes:

- State contract airfares have been discontinued. Travelers are encouraged to purchase the lowest logical economy/coach airfares.
- International airfare purchase exceptions may be granted if the traveler provides written documentation from the state contracted travel agency that the airfare could not be matched.
- Travel advances up to $5,000 will be provided to graduate students to cover travel expenses while on University business travel. Graduate students requesting a travel advance greater than $5,000 must include an agreement by a faculty member that they will be held fiscally responsible for the advance in the event the student does not return to LSU, provide receipts or return the funds.
- Non-employee students, University guests and contractors are not covered by the State Office of Risk Management and are not authorized to drive University-owned or rental vehicles for use on official University business. Non-employee students, University guests, and contractors are encouraged to purchase insurance when renting a rental vehicle. Refer to FASOP: AS-02 for the reimbursable insurances.
- A Travel Expense Reimbursement Request (AS300) must clearly define the purpose of the trip, the date and hour of departure and return to domicile along with each destination throughout the trip. The Travel Expense Reimbursement Request should be submitted within 30 days and no later than 90 days following the return of the trip.
- The routine lodging rate for Baton Rouge decreased to $93. Refer to FASOP: AS-02 for all the other lodging rates.
- Meal per diems increased for the following tiers and meals:
    - Tier I: Breakfast - $9; Lunch - $13; Dinner - $24
    - Tier II: Lunch - $15; Dinner - $29
    - Tier III: Dinner - $31
- The meal reimbursement limit for **meal per diem for single day travel** has been increased to a **maximum of $37**.
- Parking at the Baton Rouge Airport requires a parking certificate and University ID (driver's license and/or business card will not be accepted). The parking certificate is available on the Accounts Payable & Travel website.

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- Parking when flying out of the New Orleans Airport – The state contract rate is $7 per day and $42 weekly at Park'n Fly (no receipts required). If parking at another facility, an employee may be paid actual expenses up to $8 per day with a receipt.
- In the event a traveler chooses to stay at a hotel which is not associated with the conference, the traveler is subject to making reservations and getting reimbursed within the hotel rates allowed in routine lodging only.
- Reimbursement of call home allowances will not be allowed for those individuals having a University-issued cell phone or a cell phone stipend.

Also, I would like to remind you of some key information and policies:

- Short's Travel Management is still the state contract travel agency.
- Mileage allowance for personally-owned vehicles remains at **51** cents per mile.
- Enterprise Rent-A-Car remains the state contract vendor and should be used when applicable for in-state University business travel. Please refer to the Accounts Payable & Travel website for updated state contract rates.
- There is no state contract for vehicle rentals outside of Louisiana. The discounted rental vendors listed on the Accounts Payable & Travel website should be selected or a lower rate should be sought.
- Travelers/departments should always monitor for unused tickets and take them into consideration when making travel arrangements.
- Meals, including special meals are not allowed on LaCarte. Costs of meals shall be paid by the traveler and a Travel Expense Reimbursement Request should be completed to seek a reimbursement for the cost of meal allowances.
- For any meals included in a conference registration fee, the per diems for these meals should not be included on the AS300 as they will not be reimbursed.
- When LaCarte is used to pay for parking, cardholders must make sure that sales taxes are not included.

The AS forms are being 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 & Travel 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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