LSU
LOUISIANA STATE UNIVERSITY

CAMPUS CORRESPONDENCE

Date: July 18, 2013

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, 2013
Memo #: AS-14-01

FASOP: AS-02 "University Travel Regulations" has been updated to reflect changes to the travel policy effective July 1, 2013. The following is a summary of the changes:

- Departments are required to maintain a central file of all approved travel authorizations.
- Usage of the in-state rental contract is mandatory for all University employees unless an exemption is granted by Donna K. Torres, Associate Vice Chancellor for Accounting and Financial Services. The Chancellor or his/her designee no longer has authority to grant exemptions.
- Requirement for vehicle rentals outside of Louisiana has been reinstated. Usage of the out-of-state rental contracts is mandatory for all University employees unless an exemption has been approved. Please refer to the Accounts Payable & Travel website for the out-of-state contract rental vendors.
- When usage of a privately-owned vehicle has been approved for out-of-state travel for the traveler's convenience, the total cost of the mileage on the basis of 51 cents per mile may not exceed the cost of a rental vehicle or the cost of the lowest logical airfare obtained at least 14 days prior to the trip departure date, whichever is lessor of the two.
- Lodging rate for Tier III areas decreased from $135 to $120
- Promotional code 0050081 should be used for online reservations for Park 'N Fly in New Orleans to obtain the contract rates. No other documentation is required. If an online reservation is not made and an employee elects to pay at the time of exit, the following three items will be required to receive the state contract rate:
    1. University ID or a valid picture ID
    2. University business card
    3. Sales tax exemption form
- If parking at another facility, employees will be reimbursed up to $7 per day with a receipt.

Also, the following are some key information and policy reminders:

- Short's Travel Management is still the state contract travel agency.
- Mileage allowance for personally-owned vehicles remains at **51** cents per mile.
- Travelers/departments should always monitor for unused tickets and take them into consideration when making travel arrangements.

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- 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.

The AS forms have been updated to reflect the changes in LSU's FASOP: AS-02 "University Travel Regulations". Employees should refer to the Accounts Payable & Travel website at http://www.fas.lsu.edu/AcctServices/acctpay/ for the current versions of documents and forms necessary to assist travelers in processing travel requests and reimbursements.

The revised policies incorporating the summarized changes are available on the LSU System and Accounts Payable & Travel websites. If there are any questions or concerns regarding any of the changes, please call me, Patrice Gremillion or a member of the Travel staff.

Travel Staff Contact Information

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