CAMPUS CORRESPONDENCE

Date: July 24, 2015

To: Chancellors, Vice Chancellors, Vice Presidents, Deans, Executive Directors, Directors, Department Heads and Chairs

From: Daniel T. Layzell, Vice President for Finance and Administration/CFO

Subject: Travel Changes Effective July 1, 2015

State Colleges and Universities under the Management Authority of the Board of Supervisors are not subject to the General Travel Regulations (i.e., PPM-49) governed by the Division of Administration Commissioner of Administration. Effective July 1, 2015, LSU will be exercising autonomy from PPM-49, General Travel Regulations except for the state contracts, lodging rates and meal per diems. Through a collaborative effort of all LSU entities, the University Travel Regulations have been consolidated into one single policy PM-13, "University Travel Regulations". PM-13 has been updated to reflect the changes to the travel policy effective July 1, 2015. In addition, PM-13 now includes Appendices to better serve the travelers, departments and all LSU entities. Appendix A is a Summary of Travel Rates (i.e., mileage rate per mile, meal per diem, lodging allowances, and other travel expenses), and Appendix B is a Summary of Approval Authority specific to each campus for certain travel expenses.

The following is a summary of the changes:

1. Traveler's supervisor (or his/her designee) or the person with fiscal responsibility unless the Campus and/or Department requires a higher level of approval is the approval authority for the following:
    - Authorizes an individual to travel on official University business, regardless at University expense;
    - Travel Expense Reimbursement Requests;
    - International Travel excluding High Risk Travel destinations;
    - U.S. Department of State Rates for International Travel;
    - Purchase of a preferred seat when in the best interest of the University;
    - Airline charges for the first checked bag for a business trip for 5 days or less and for the second checked bag for a 6-10 business day trip and/or additional baggage which is business related and required by the Department;
    - Certification of the requirement for the change or cancellation;
    - Actual mileage from the employee's residence if an employee is leaving on a non-work day or leaving significantly before or after work hours;
    - Approval for an employee to be reimbursed 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;
    - Actual cost of conference lodging, for single occupancy, when staying at designated conference hotel;
    - Actual hotel cost, not to exceed conference lodging rate, when the designated hotel has no rooms available;
    - Actual routing lodging provisions, on a case by case basis not to exceed 50% over PM-13 current listed rates;
    - Rental vehicles; rental of a larger size vehicle above the intermediate size category with written justification; and pre-paid fuel options;
    - Auto Tow Protection for rental vehicles;
    - Navigation equipment (GPS Systems) rented from a rental car company when the employee justifies the need for such equipment; and
    - Insurance Costs to be reimbursed for travel outside the 50 United States only.
2. Employees approved to use a privately-owned vehicle when conducting in-state University business travel may claim reimbursement up to .51 cents per mile.
3. The limitation for employees approved to use a privately owned vehicle for the traveler's convenience is the cost of a lowest logical airfare quote obtained 14 days prior to departure. Previously this was limited to the lessor of a lowest logical airfare quote or the cost of a rental vehicle.
4. Unauthorized individuals including, but not limited to, spouses, children, or other family members should not be transported in University-owned vehicles or rental vehicles, unless an exception approval has been granted by the

Department Head, if he/she determines that the best interest of the University will be served and the passenger signs a Hold Harmless Agreement.

5. Contracted travel agency is mandatory for booking airfare unless exemptions have been granted prior to travel. Requests for an exemption must document that the traveler **saved 10% and experienced a cost saving of at least $100,** not including the service fee.
6. Students are now required to purchase airfare through the state contracted travel agency.
7. Airfare upgrades at the expense of the University are not permitted unless there is a medical accommodation on file with Human Resource Management or documentation from the contracted travel agency indicating the higher class ticket is the lowest priced airfare.
8. If a campus participates in the LSU International Travel Insurance Program, the approved "Request for Authorization to Travel" must be submitted to Risk Management prior to the start date of travel on-line at www.lsu.edu/riskmgt/internationaltravelregistry for emergency notification and insurance purposes. International Travel Insurance may be provided to travelers who have a completed and approved "Request for Authorization to Travel" prior to the start date of travel. Coverage varies by campus. Coverage information will be provided to the traveler after a "Request for Authorization to Travel" has been submitted on-line to Risk Management.
9. LSU Campuses not following FASOP: AS-18, High Risk Travel to Restricted Regions must have procedures in place for Travel to a high risk area.
10. Allowance of Single Day Meals is at the discretion of each Campus Head. Refer to Appendix A for the single day meal rates.
11. The routine lodging rate for Baton Rouge decreased to $94. Refer to Appendix A for all other lodging rate changes.
12. Tier IV meal per diem for dinner increased to $36. All other meal per diems remained the same.
13. Centrally Billed Accounts expire every three years.
14. Definition section was updated to include Department Head, Fiscal Authority, Supervisor, University Official, preferred seats and to further clarify per diems.

In addition, **Short's Travel Managemen**t was awarded the State of LA State Travel Agency Services for the period FY16-FY19. The Short's Travel Online booking rate has been reduced to $2 and the service fee is $19.50 for domestic airfare. Please see the AP & Travel website for a complete listing of all the negotiated rates.

Also, the following are key travel reminders:

1. Enterprise Rent-A-Car remains the state contract vendor and use is mandatory for in-state travel. Please refer to the Accounts Payable & Travel website for updated contract rates.
2. Enterprise Rent-A-Car, Hertz and National remain the state contract vendors and use is mandatory for out-of-state travel. It is at the traveler's discretion which rental company is utilized.
3. Personal travel destinations should not be included in business travel airfare. Refer to PM-13 for reimbursement limitations.
4. Travelers/departments should always monitor unused tickets and take them into consideration when making travel arrangements.

The AS forms have been updated to reflect changes in LSU's PM-13 "University Travel Regulations". Employees should go 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 University Administration and Accounts Payable & Travel websites. If there are any questions or concerns regarding any of the changes, please contact the Central Administration Office on your campus.

C: F. King Alexander, LSU President
Donna K. Torres, Associate Vice President for Accounting Services