



LSU

Accounts Payable & Travel Updates

American Airlines Unused Tickets

- American Airlines has acknowledged the State Travel's refund request
- Reconciling/accounting for the eligible unused tickets
- Journal entries will be processed to credit the original accounts once the refund is received

Travel Agency

- Contracted travel agency is **Christopherson Business Travel (CBT)**

CBT UNIVERSITY TRAVEL TEAM

Monday – Friday 7a.m. – 7p.m. CT

P: 800-961-0720

E: Statelaunivl@CBTravel.com

- ***Summary of pertinent information:***

1. Christopherson Business Travel normal business hours are 7:00am to 7:00pm CST Monday-Friday.
2. The agent-assisted transaction fee is \$24.
3. Any calls to (800) 961-0720 made between 7pm and 7am CST will roll over to the After-Hours Service Provider. After-Hour services should be for limited to true emergencies. Airfare bookings should be made during normal business hours.

CBT Concur Online Booking System

- Link to CBT Concur Online Booking System is located on myLSU under Travel Resources.
- Upon myLSU login and clicking the link, users will land on the Header screen in Airportal.
- Users must click, **Book a Trip** on the left-hand side of the screen to be taken into the Concur site.
- Online booking fee is \$7.

New Hires



- All new employees traveling on behalf of the University should be familiar with the University travel regulations.
- Travel Orientation Brochure – a great resource that provides a brief summary of PM-13, University Travel Regulations. The brochure is available on the AP & Travel website.

Travel Restrictions and/or Approvals

- **Reminder: Important Information regarding University Business Travel**
 - Travelers are strongly encouraged to be fully vaccinated prior to any travel.
 - It is the responsibility of faculty/staff/students to consider the travel risk, especially at the destination before traveling.
 - Any COVID-related travel expenses for quarantine and/or test while on University business travel will be considered a University expense.

- **Travel Approvals**
- **Domestic Travel (In-state & Out-of-State):**
 - Spend Authorization must be completed and approved prior to making travel arrangements (booking air fare, securing lodging, paying conference registration, etc.)

- **International Travel (Out of the U.S.):**
 - Non-essential international business travel is prohibited
 - Only essential international travel should be requested via the TEMP2, Request for International Travel during COVID-19 Outbreak form which requires approval of the Department Head, Dean, and Provost
 - Spend Authorization must be completed and approved prior to making any travel arrangements (i.e., booking airfare, securing lodging, paying conference registration, etc.). The approved TEMP 2 form must be attached.