

REQUEST FOR AUTHORIZATION TO REIMBURSE EXPENSES

FOR GUEST/INTERVIEWEE/STUDY OR WORKSHOP PARTICIPANT/CONTRACT VENDOR

AS516

This form should be used if travel expenses are shown as a separate item on a contract with a vendor.

This form should be used for Professional, Personal and Consulting Services when travel is included in the contract.

Type	<input type="checkbox"/> Guest <input type="checkbox"/> Interviewee <input type="checkbox"/> Study Participant <input type="checkbox"/> Workshop Participant <input type="checkbox"/> Contract Vendor			
Individual's Name		LSU ID		
Individual's Employer		Contact		
Individual's Title		Phone		
Hosting College/Department		Fax		
Date(s) of Service/Visit	Start Date		E-mail	
	End Date		Account	
Destination				
Service/Purpose of Visit				
Brief Description of Credentials				

Section A - Estimated Expenses (Refer to FASOP: AS-02 for rates)

Expense	Qty	Amount
Study/Workshop Stipend	-	
Airfare	-	
Vehicle Rental @ _____/day	Days	
Mileage @ _____/mile	Miles	
Lodging @ _____/day	Days	
Meals (Per Diem only)	-	
Misc & Incidental	-	
Total Travel Estimate		

Section B - Additional Reimbursement Details & Required Special Approvals/Justification

Expense	Description	Approval of	Initials
Lodging (Routine) *	Up to 50% in excess of maximum otherwise allowed.	Department Head	
Lodging (Conference)	Actual for Conference Lodging (conference brochure stating hotel and nightly rate must be attached).	Department Head	
Vehicle Rental **	<input type="checkbox"/> Compact <input type="checkbox"/> Mini-van <input type="checkbox"/> Full-size <input type="checkbox"/> Van <input type="checkbox"/> Mid-size/Intermediate <input type="checkbox"/> Other _____	Department Head	

* Justification Required

** Justification Required

Unauthorized individuals should not be transported in University-owned or rental vehicles. Refer to FASOP: AS-02 for exceptions to this policy.

I understand that the use of State funds for travel and entertainment reimbursement is subject to FASOP: AS-02 and PS-11 and that no reimbursement from State funds will be made for alcoholic beverages or other non-allowable expenses.

APPROVALS	Signature	Printed Name	Date
Requested by			
Dean/Director or Dept Head/Chair			
Vice Chancellor			
Provost ¹			
Assoc VC, Acct Services ²			

Notes:

¹ Required for "Foreign Travel".

² Required for "Travel >30 days" (applies to meals and/or lodging reimbursements).

AS516 vs AS516-B Guidelines

Form 516	Interviewees	Study/Workshop Participants	Guests - which may include Personal/Professional or Consulting Service Contracts (PPCS)
When to use this form	The AS516 form should be used to provide authorized approvals to pay for travel expenses (i.e. airfare, lodging, meal per diems) for individuals invited to the University for the purpose of interviewing for employment.	The AS516 form should be used for study and/or workshop participants, athletic officials, and non-athletic judges when travel expenses are included. Departments may complete only one AS516 form and attach a list of the participants. (There is no need to complete a separate form for each participant).	The AS516 form should be used whenever travel expenses are included in the PPCS contract. The total contract amount will be inclusive of all payments, fees and any travel expenses. The payment of the fee for services must be processed through Purchasing using the PUR-CR form in accordance with PS-5. Also, see www.fas.lsu.edu/purchasing .
Object Code	2170 – Travel (Interviewee)	5720 – Research Subject Fees 5750 – Participant Stipend (Sponsored Research) 5760 – Athletic Officials Fees 5770 – Non-athletic Judges Fees 5850 – Participant Travel/Registration Fees (Sponsored Agreements) 5860 – Athletic Game Officials Expenses	5700 – Personal Services 5701 – Consulting Services 5800 – Professional, Personal & Consulting services travel

Form 516-B	Interviewees	Study/Workshop Participants	Guests
When to use this form	Special meal approvals must be obtained for meals held with an interviewee.	Special meal approvals for study/workshop participants charged to a sponsored account will require approval from Sponsored Program Accounting to ensure the appropriate approval is provided from the granting agency. Special meals paid from registration fees using object code 3410 are not subject to the special meal allowances referenced in FASOP: AS-02, University Travel Regulations.	Only one special meal can be reimbursed at the special meal allowance for a university guest. If multiple meals must be provided to the guest, the subsequent meals will be reimbursed at the per diem rate for the guest only. There is no reimbursement provision for employees attending the meal, including the host employee. The number of employees attending the special meal should be kept to a minimum.
Object Code	6580 – Entertainment, official functions	6585 – Meals, office function - business meetings only 3410 – Expenses for Conference Participants	6580 – Entertainment, official functions