

University Travel

The purpose of this brochure is to provide a general overview of FASOP: AS-02, University Travel Regulations, and to educate employees who travel on University business. Employees are encouraged to visit the Accounting Services website at <http://www.fas.edu/acctservices>, click Accounts Payable (AP) & Travel, University Policies and Procedures to obtain the most current version of FASOP: AS-02 to review the complete set of travel rules and regulations as well as any other forms or policies related to travel. Failure to comply with regulations can result in non-reimbursement of travel expenses.

State and University policies mandate that all airfares be purchased through the state-contracted travel agency, **Short's Travel Management**. This travel agency can provide state contract rates for airfare. State contract rates are non-penalty, fully refundable tickets. These tickets carry no penalty fees for changes or cancellations, with no restrictions imposed on flight schedules. The price is firm for the last seat available, which allows tickets to be purchased up to the day of travel.

Due to the fact that state contract rates are fully refundable and carry no penalties, these tickets are not always the lowest fares available and will typically cost more than lowest logical fares. Lowest logical fares are penalty tickets that can have restrictions and charge penalty fees for changes or cancellations. Lowest logical fares must also be purchased from the state-contracted travel agency unless approval has been granted **prior to travel** to purchase the airfare from an alternate agency, resulting in a 10% cost savings amounting to at least \$30 not including the service fee. The cost of the transaction fee charged by the state-contracted travel agency should not be used in the calculation. If a lowest logical fare is purchased, and the traveler's schedule changes resulting in a penalty and additional cost to change the ticket, the University will reimburse the penalty incurred when the change or cancellation is required by the University or due to other unavoidable situations approved by Donna K. Torres, CPA, Associate Vice Chancellor for Accounting and Financial Services. Certification of the requirement for the change or cancellation by the traveler's Department Head/supervisor is required on the travel expense reimbursement request. The University encourages the use of lowest logical fares. State contract rates should be used when the traveler's schedule is not firm, or the state contract rate presents a savings over the cost of the lowest logical fare. Requests for an exception to use an alternate travel agency or to purchase airfare from a web vendor should be sent to Donna K. Torres at dtorres@lsu.edu for consideration. All pertinent documentation should be attached to the request. A written response via e-mail or fax granting or denying the exception request will be provided.

International airfares available from other sources may be less expensive than fares available from the state-contracted travel agency. Once an employee has been granted approval to travel internationally, the employee is free to either:

1. Book airfare through the state-contracted travel agency; or
2. Utilize one of the options below:

Option 1: If an employee decides to seek and finds a lower fare available from a source other than the state-contracted travel agency, the employee may purchase that ticket without any State approvals **if the cost is at least 30% less than the state-contracted rate to the destination city**. The cost of the transaction fee charged by the travel agency **should not** be used in the calculation.

Option 2: If an employee seeks and finds a lower fare available from a source other than the state-contracted travel agency and there is no state contract rate for the destination city, the employee must obtain from the outside source a copy of the proposed itinerary and the

complete cost. This information must be faxed to the state-contracted travel agency for review. The agency will determine if the airfare can be matched or beat and, within 24 hours, fax back a response. If the fare can be matched or beat, the ticket must be purchased from the state-contracted travel agency and an exception request will not be approved. If the travel agency cannot match the price, the itinerary will be stamped "approved" for outside purchase. This approval must be attached to the Travel Expense Reimbursement Request to obtain reimbursement of the cost of the ticket.

Employees must use caution when purchasing tickets from sources other than the state-contracted travel agency, particularly restricted fares, many of which cannot be changed. The state-contracted travel agency will not be available to help with changes, cancellations, or other needs when a ticket has not been purchased through their office. It will be the responsibility of the employee to ensure the ticket meets their needs and to make changes, cancellations, etc. after the ticket is purchased. Any fees associated with changes or cancellations are also the responsibility of the employee.

Employees who travel on University business are encouraged to participate in the LaCarte Card Program since the program has been expanded to allow for payment of business travel expenses. However, meals and personal incidental expenses are not allowed on LaCarte. The single purchase limit for travel is \$5,000 (monthly limit of \$40,000). When LaCarte is used for payment of business travel expenses all original itemized receipts must be submitted. Meal per diem will be reimbursed upon completion of the trip using the Travel Expense Reimbursement Request form. In order for travelers to purchase airfare at the state contract rates, travelers must have a LaCarte card or use their departmental Centrally Billed Account (CBA). For information regarding enrollment in the LaCarte Card Program, please contact Accounts Payable at 578-1550.

Short's Travel Management

The online self-booking reservation system, **Short's Travel Online (STO)**, can be found at <http://www.fas.lsu.edu/AcctServices/acctpay/>. Information regarding the online system is available on the Accounts Payable & Travel website under Short's Travel Management.

To login to the system, users should enter the following information:

Username: **Employee's PAWSID**
Password: **Lsutigers1**

Upon initial login, the system will prompt the user to create a new password. The system is "access driven" and only employees with a profile created will have access to **Short's Travel Online**. Employees unable to login to the system should contact Lindsay Berthelot at berthe@lsu.edu.

Summary of pertinent information:

1. Short's Travel Management's normal business hours are 8 am to 5 pm CST Monday - Friday.
2. The agent-assisted transaction fee is \$24; online booking fee is \$5.
3. Short's Travel Online (STO) should be used for University business travel only.
4. A 24-hour Emergency Travel Service at (888) 846-6810 is available 24 hours/7 days a week. The 24-hour service is designed to support travelers in the event of a "true emergency". There is \$15 per call transaction fee for use of the after hour services. The fee will be reimbursable only if the service was used for a "true emergency". In the event the 24-hour service is used for any non-emergency transactions, the transaction fee will not be reimbursed.

Employees who travel on University business are strongly encouraged to use **Short's Travel Online (STO)** when making airfare, hotel and vehicle rental reservations. Payment options for **Short's Travel** are LaCarte, CBA or a personal credit card.

Travel Reimbursement Rates

Meals & Lodging: No receipts required for meals within State of LA allowances. Receipts required for meals or lodging claimed above normal rates or at approved U.S. Department of State rates. Any meals included in the registration fee for a conference/convention must be excluded from the daily meal allowance. See **Meals & Routine Lodging Reimbursement Schedules** on the back of this brochure for reimbursement rates.

Eligibility for Reimbursement of Meals & Lodging:

- A. Single Day Travel - Meals are not eligible for reimbursement on single day travel. However, the Department Head/designee will be allowed to authorize single day meal reimbursements on a case-by-case basis. Any such reimbursements must be considered taxable income to the employee. The traveler must be in a travel status for a minimum of 12 hours. The maximum allowance for meal reimbursement for single day travel is \$33.
 1. Breakfast & Lunch: \$20 - Travel must begin at/or before 6 am
 2. Lunch: \$12
 3. Lunch & Dinner: \$33 - Travel must end at/or after 8 pm
- B. Travel with Overnight Stay
 1. **Breakfast (B)** - When travel begins at/or before 6 am on the 1st day of travel and extends to/or beyond 9 am on the last day of travel, and for any intervening days.
 2. **Lunch (L)** - When travel begins at/or before 10 am on the 1st day of travel and extends to/or beyond 2 pm on the last day of travel, and for any intervening days.
 3. **Dinner (D)** - When travel begins at/or before 4 pm on the 1st day of travel and extends to/or beyond 8 pm on the last day of travel, and for any intervening days.
- C. Alcohol - Reimbursement for alcohol is prohibited.

Travelers may be reimbursed for **conference lodging** at actual rates with Department Head approval on the AS292. Travelers must provide documentation designating the official conference hotel and nightly rate.

Mileage

For official in-state University business, travel mileage will be reimbursed at \$.51/mile per the following:

1. A University-owned vehicle should be utilized when available.
2. If a University-owned vehicle is not available, an employee may rent a vehicle from Enterprise. See **In-State Contract Vehicle Rental Rates (State Motor Pool Rental Contract for Business Travel)**.
3. If an employee elects to use his/her privately-owned vehicle, reimbursement may not exceed a maximum of 99 miles per round trip and/or day at \$.51/mile.

Vehicle Rentals

The State has contracted with Enterprise for all in-state vehicle rentals. Usage of this contract is mandatory. See **In-State Contract Vehicle Rental Rates (State Motor Pool Rental Contract for Business Travel)**. Only the rental of a compact or intermediate model is reimbursable unless non-availability is documented or the vehicle is used to transport more than two individuals. Refer to FASOP: AS-02 for more information on rates and to determine the insurance coverage that is reimbursable.

Receipt Requirements

Original itemized receipts are required for all travel expenses **except** for the following:

1. Buses, subway and street car fares \$15 or less daily;
2. Non-local parking, fares and tolls \$5 or less per transaction. B.R. airport parking reimbursement is limited to \$3.50/day (or up to \$5 per day with a receipt) and N.O. airport parking reimbursement is limited to \$6/day or \$36/week (or up to \$8/day with receipt);
3. Tips for baggage handling not to exceed \$3 upon hotel check-in/check-out and airport outbound/inbound departure trip;
4. Routine meals within State-allowed rates (U.S. Department of State rates require receipts).

Luggage Charges

Luggage charges from airlines may be reimbursed, with a receipt, for the 1st checked bag for a business trip of 5 days or less and for a 2nd bag for a 6-10 day business trip and/or additional baggage which is business related and required by the department. The traveler must present a receipt to substantiate the luggage charges. Travelers will be reimbursed for excess baggage charges (overweight baggage) only in the following circumstances:

1. When traveling with heavy or bulky materials or equipment necessary for business.
2. The excess baggage consists of organization records or property.

Prior Written Approval Requirements

Prior approval required of budgetary unit head or direct supervisor for:

1. Routine in-state travel (blanket approvals for a fiscal year are maintained in the department);
2. Out-of-state and conference/convention travel;
3. Use of privately-owned or University-owned vehicle; Form DA2054 should be on file with Property Management;
4. Vehicle rental;
5. Actual expense reimbursement of a meal designated as an integral part of a conference/convention (when requested by traveler and approved by direct supervisor);
6. Lodging up to 50% excess of FASOP: AS-02 listed rates;
7. Actual expense reimbursement of conference lodging at conference hotel (conference brochure stating hotel and nightly rate must be attached).

Prior approval required of Dean/Director or Dept Head/Chair for:

1. Special Meal Request (AS499);
2. Candidates invited for employment interviews;
3. Moving expense reimbursement (See FASOP-01).
4. "High Risk Travel" to a Restricted Region (Dean approval required).

Prior approval required of Associate Vice Chancellor for Accounting and Financial Services for:

1. Extension of "Travel > 30 Days";
2. Domestic airfare NOT booked through the state-contracted travel agency;
3. International airfare NOT booked through the state-contracted travel agency unless there is a 30% savings in comparison to the state contract rate to the destination city.

Prior approval required of Chancellor/Provost for:

1. International travel and use of U.S. Department of State rates for meals and lodging.

Contract and prior approval of Purchasing are required for payment to non-employees for services rendered.

Meals Reimbursement Schedule

Tier	Meals Area	B	L	D	Total
I	In-state cities, with the exception of New Orleans	8	12	21	41
II	New Orleans and out-of-state cities, with the exception of the cities listed in Tiers III & IV	10	14	28	52
III	Atlanta, Austin, Cleveland, Dallas/Fort Worth, Denver, Detroit, Ft. Lauderdale, Galveston, Hartford, Houston, Kansas City, MO, Las Vegas, Los Angeles, Miami, Minneapolis/St. Paul, Nashville, Oakland, Orlando, Philadelphia, Phoenix, Pittsburgh, Portland, ME, Portland, OR, Sacramento, San Antonio, San Diego, St. Louis, Tampa, Wilmington, DE, Puerto Rico, Virgin Islands, all of Alaska and Hawaii, American Samoa & Guam	12	17	28	57
IV	Alexandria & Arlington, VA, Baltimore, Boston, Chicago, New York City, San Francisco, Seattle, Washington, DC, and international cities	13	19	33	65

Routine Lodging Reimbursement Schedule

Tier	Lodging Area	Routine
I	In-state cities (except as listed)	77
	Baton Rouge – EBR	96
	Covington/Slidell - St. Tammany	88
	Lafayette	87
	Lake Charles - Calcasieu	79
II	New Orleans - Orleans, St. Bernard, Jefferson and Plaquemines parishes (July – September)	98
	New Orleans - Orleans, St. Bernard, Jefferson and Plaquemines parishes (October – June)	131
	Out-of-state (except cities listed in Tiers III & IV)	85
III	Atlanta, Austin, Cleveland, Dallas/Fort Worth, Denver, Detroit, Ft. Lauderdale, Hartford, Houston, Kansas City, MO, Las Vegas, Los Angeles, Miami, Minneapolis/St. Paul, Nashville, Oakland, CA, Orlando, Philadelphia, Phoenix, Pittsburgh, Portland, OR, Sacramento, San Antonio, San Diego, St. Louis, Tampa, Wilmington, DE, Puerto Rico, Virgin Islands, all of Alaska and Hawaii, American Samoa and Guam	135
IV	Baltimore, San Francisco, Seattle	175
	Chicago, Boston and international cities	200
	Alexandria & Arlington, VA, New York City, Washington, DC	225

International Rates: Apply to all destinations EXCEPT travel within the 50 United States, District of Columbia, Puerto Rico, Virgin Islands, American Samoa and Guam. Expenses will be reimbursed at \$200 per night exclusive of tax for lodging and Tier IV rates for meals unless U.S. Department of State rates are requested and approved on the AS292. Original itemized receipts are required for meals claimed at these rates.



FY 11-12 Travel Orientation Brochure



This brochure provides a general overview of LSU's travel rules and regulations. Refer to FASOP: AS-02, University Travel Regulations, for the complete set of travel rules and regulations.

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