



CAMPUS CORRESPONDENCE

Date: June 24, 2024
To: LSU Leadership
From: Kimberly J. Lewis, Executive Vice President of Finance and Administration
& Chief Administrative Officer
Subject: University Travel Regulations, PM-13, Changes Effective July 1, 2024

University Travel Regulations, PM-13, have been updated to reflect the changes to the travel policy effective July 1, 2024. PM-13 includes appendices to better serve the travelers, departments, and all LSU institutions. Appendix A provides a summary of travel rates and Appendix B provides a summary of approval authority specific to each institution for certain travel expenses.

The following is a summary of the key policy changes:

1. Student Group Travel:
 - a. Employees required to travel with student groups are eligible for the full M&IE rate when the travel begins at/or before 8am on the first day and extends to/beyond 8pm on last day.
2. Uber or Lyft type services are reimbursable, a standard sized vehicle must be selected, and an itemized receipt is required. Wait time charges are not a reimbursable expense.
 - a. Uber Black, Uber Black XL, and Uber Premier are not reimbursable.
 - b. Lyft Lux, Lyft Lux Black, and Lyft Lux Black XL are not reimbursable.
 - c. Uber XL and Lyft XL are reimbursable with two or more passengers.
3. Conference Meals:
 - a. Continental breakfast is now considered a meal and when the conference agenda states continental breakfast is provided, no reimbursement for the breakfast meal per diem will be provided. The conference agenda should be included in the expense reports supporting documentation.
4. University-sponsored conferences:
 - a. Cost of conference meals served in conjunction with a University-sponsored conference billed to the University shall not exceed the special meal rates. Any gratuity not required by the caterer must not exceed 20% of the total meal cost.
 - b. Conference lodging rates should be within the published lodging rates for the conference location.
5. Special Meals:
 - a. Special meals should not be served for brief, routine meetings, particularly meetings that could be scheduled at times other than mealtimes.
 - b. Special meals are allowed for all-day events (i.e., workshops, faculty or staff retreats, trainings, etc.), and a detailed meeting agenda is required.
 - c. Special meals for routine work meetings should be paid with private funds, and LaCarte cannot be used.
 - d. Special meal options are breakfast, lunch, dinner, refreshments, and reception. Dinner-buffet reception is no longer a special meal option. Refer to Appendix A for the special meal rates.
 - e. Higher education institutions must send a Special Meal Report to the entity's management board on a quarterly basis with the report due 45 days following the end of the quarter. The template for the Special Meal Report can be found at: <https://www.doa.la.gov/media/s43etwyx/special-meals->

report-template.xlsx. The Special Meal Report will be created by the central administrative office responsible for the special meal audit.

6. Parking at the New Orleans Airport:
 - a. Surface Lot - \$20/day; Airline Economy Garage - \$12/day; US Park - \$14/day. Receipts are required.

Also, other key travel reminders:

1. Christopherson Business Travel (CBT) remains the State of Louisiana contract travel agency and use is mandatory for university business travel. Travelers are encouraged to use CBT's Concur Online Booking System which is available through myLSU under Travel Resources. The online booking fee is \$7, in contrast to the agent-assisted service fee at \$24. For more information on CBT, please refer to the Travel Agency section on the Accounts Payable & Travel website.
2. Spend authorizations must be fully completed and approved prior to making any travel arrangements. If any travel expenses are paid prior to travel authorization approvals, the employee may be at risk of not being reimbursed.
3. International travel to a region with a U.S. Department of State travel advisory or to a foreign adversary country is subject to a mandatory prior approval by the Office of Academic Affairs. Refer to FASOP AS-18 for more details.
4. Travel to the 48 continental US and District of Colombia is subject to GSA rates for mileage, lodging, and meal per diem and incidentals (M&IE).
5. Travel to foreign countries is subject to U.S. Department of State rates for lodging, and M&IE.
6. Travel to Alaska, Hawaii and US territories are subject to the M&IE rates as published in PM-13. Refer to Appendix A for the rates.
7. Hotel lodging, including Airbnb, should have only the first night lodging paid to secure the reservation. Lodging should not be prepaid in total; payment should be made upon checkout. If the travel is canceled for any reason and the total lodging amount was prepaid, only the first night of lodging may be allowed as a university expense. The other prepaid lodging days will be the responsibility of the traveler.
8. Enterprise, National and Hertz remain the in-state and out-of-state travel state contract vendors for rental vehicles in which use is mandatory for employees. Use of the contracted vendors is encouraged for non-employee University students, guests, and contractors. It is at the traveler's discretion which rental company is utilized.
9. Personal destinations should not be included in business travel airfare. Refer to PM-13 for reimbursement limitations.
10. Travelers/departments should always monitor unused tickets every 30 days and take them into consideration when making travel arrangements.
11. It is the responsibility of the university and the employee to comply with all ethics laws and requirements. Refer to the Louisiana Board of Ethics website for more information.

The revised policy incorporating the summarized changes will be available on the University Administration and Accounts Payable & Travel websites. Questions or concerns regarding any of the changes should be directed to the institutional central administrative office.

cc: William F. Tate IV, LSU President
Elahe Russell, Associate Vice President for Accounting Services/Controller