

Travel procedures and tips

Below is information regarding travel policies and procedures to provide guidance to travelers to and assist travelers in avoiding some common pitfalls. More detailed information regarding travel guidelines is provided in the [Travel Pocket Guide](#) and [PM-13 University Travel Regulations](#).

I. Travel Prior Approval Form

Prior to your travel date a travel prior approval form must be approved by the Business Office and it must include the appropriate funding source. Registration fees and/or flights will not be approved until the travel prior approval form has the appropriate signatures. Prior approval amounts are best guess estimates, and it is better to over-estimate than under-estimate to prevent a prior approval from needing to be re-approved. The prior approval form can be found [here](#).

II. Flights

Flights must be booked with **Short's Travel Management** at www.shortstravel.com/la. You will need to create a profile if you have not already done so. Flights may be paid for in advance by the traveler or may be charged to the School's CBA account. If booking with the School's CBA account, please make sure you select **LSU: LSU HSC NO Public Health-CBA** under the business contact information on your profile or we will not receive the airline booking confirmation email. A screenshot is attached. Please do not book flights to the School's CBA account after 2:30 pm Monday through Friday, otherwise the transaction may expire before approved. Also, airport parking may be booked with park n fly via: www.pnf.com/book/0050081.

III. Registration

Registration may be paid for in advance by the traveler or may be charged directly to the school via a procurement card (p-card). Please contact the business office in advance if you would like registration charged to a school p-card.

IV. Hotel

Hotels are booked and reserved by the traveler and travelers must be mindful of the allowable rate based on the city the traveler is traveling to as outlined in the tiers of the travel pocket guide. Hotels will be reimbursed up to the allowable amount in the tier.

EXCEPTIONS:

- A. **Routine travel:** Traveler may provide documentation that a minimum of 3 hotels were contacted and none were available at the rate indicated in the pocket guide. In this scenario, a traveler may be reimbursed at the actual routine lodging costs. Documentation must be screen prints from the hotels or quotes in writing from the hotel from the actual date of booking, because hotel rates frequently change. Documentation must also include a justification for why the hotels considered are the only alternatives available for the travel. (I.E. proximity to the meeting place).

- B. Conference/Meeting travel:** Traveler may provide documentation that the traveler is staying at the designated conference/meeting hotel. The documentation must include both the name of the designated hotel(s) and the rate associated with the conference/meeting. If multiple hotels are available, the traveler must choose the lowest available rate. If the conference/meeting hotel is unavailable, the traveler must document non-availability in order to be reimbursed for a different hotel up-to the conference rate.

Exceptions must be approved in advance on section D of the travel prior. It is highly recommended that you consult with the business office prior to your trip should you have **any** questions regarding your hotel to prevent being out of pocket.

V. Car Rentals/Mileage

Car rental requests must be justified and approved in advance on the travel prior approval form. If a traveler chooses to rent a car versus flying to a location, then the traveler must document which method is most economical and the traveler will be reimbursed at the lowest cost of the travel.

If a traveler is traveling to a location for which it is more economical or logical to drive, then a traveler may be reimbursed mileage at .53 cents per mile when using a personal vehicle or may document that a car rental is more economical. For car rental the cost of the rental plus gas will be reimbursed. Mileage can be documented by odometer readings or a map. Mileage must be documented for each leg of a trip using the [mileage log form](#).

VI. Receipts

Food receipts are not needed, only the per diem will be reimbursed. You can find the “**Meals Reimbursement Schedule**” for each city on page one of the Travel Pocket Guide. Please note that if the conference provides a meal, an additional purchased meal will not be reimbursed.

Also note the “**Receipt Requirements**” section on page one of the travel guide that explains reimbursement allowances not requiring receipts. With the exception of meals, please include a receipts with your travel documentation if you paid for any of these expenses.

VII. Travel Voucher Form

Upon return from travel, a traveler must complete a travel voucher and must provide all necessary documentation in order to be reimbursed. Also note that **original receipts** for all purchases must be turned in, so please make copies for yourself. The travel voucher form can be found [here](#).

VIII. Upon Trip Return

Upon your return, please submit the following:

- *Conference brochure/itinerary
- *Original hotel receipt showing a \$0 balance or “Paid in Full” message
- *Transportation receipts for anything over \$15 per day (max of 20% tip reimbursable)
- *Gasoline and Rental car receipts
- *Mileage log or map (if claiming any mileage and must show each leg of the trip)
- *The original registration receipt (business office may already have it)

- *The original flight receipt (business office may already have it)
- *Any other relevant original receipts (luggage fees etc.)

Please submit all travel documentation to the business office. Once all required documents are received, the documents and approved travel voucher form will be sent to the Travel Office for payment processing.

IX. Non-traditional Travel Arrangements

For any non-traditional requests, arriving at the conference location more than 1 day prior to a conference/meeting, staying in travel status more than 1 day after a conference/meeting, choosing to fly instead of drive or vice versa if it's not the most cost economical choice, it is highly recommended travelers **consult with the business office prior to the trip** to prevent any pitfalls in being reimbursed fully.