

Travel Policies, Procedures, and Tips

This document contains information regarding travel policies and procedures to provide guidance to travelers 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. Prior Approval for Travel Form

Prior to your travel date a [Prior Approval for Travel](#) form must be approved by the Business Office and it must include the appropriate funding source. Payment for registration fees and/or flights will not be made until the form is submitted with 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.

II. Airfare

The new travel agency is **Christopherson Business Travel**.

https://www.lsuhs.edu/administration/accounting/shorts_travel_management.aspx

Flights must be booked through the **Christopherson Business Travel Airportal** at <https://app.cbttat.com/>. You will need to create a profile at <https://legacy.cbtravel.com/business/profile/stateofla/>. If you received an email from **Airportal** to transfer your profile from Shorts Travel Agency, you will not need to create a new profile. Flights may be paid for in advance by the traveler or may be charged to the School's central billing account (CBA). To charge to the School CBA, select "CBA card ...1111." To pay with a personal credit card, select "Add credit card."

Travelers are allotted one day before and after the event for travel. It is the traveler's responsibility to choose the most economical, reasonable flight needed for the business travel. If personal days are included, the traveler must inform the Business Office before making the reservation and airfare quote documentation will be required.

III. Registration

Registration may be paid 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. Lodging

A. General Info

Hotels are reserved and paid for by the traveler and travelers must be mindful of the reimbursable rate based on: 1) the city of travel outlined in the tiers of the [Travel Pocket Guide](#) for routine travel or 2) the designated conference hotel and designated conference rate for the conference/meeting. It is recommended that travelers send the Business Office their lodging documentation prior to booking.

Only the first night of lodging should be pre-paid to secure the reservation. The remainder of the payment should be made upon checkout. If travel is canceled for any reason, only the first night of lodging may be allowed as a University expense. The additional prepaid lodging days will be the responsibility of the traveler.

B. Conference/Non-routine Meeting Travel

Unless a traveler chooses to lodge at or below the city rate in the [Travel Pocket Guide](#), the traveler is required to stay at a designated conference hotel. The rate for **each night** must not exceed the designated conference rate.

If a traveler stays at a non-conference hotel and the conference hotel(s) is (are) available or the traveler does not submit the proper lodging documentation, the maximum reimbursement will be at the city rate.

Conference hotels are assumed to be available unless documentation to the contrary is submitted.

Documentation of all conference hotel names and conference rates must be provided. **Of the designated conference hotels, the traveler must choose the hotel with the lowest rate.** If this conference hotel is unavailable or only available above the designated rate, the traveler must provide **documentation of non-availability** for their dates of stay or increased rate (date of search must be visible and the date must be the same for all searches) and select the conference hotel with the next lowest rate. If all conference hotels are unavailable or only available above their designated rates, the traveler may select a non-conference hotel **up to**

the lowest designated conference hotel rate. See [Conf Hotel & Rate Availability Search Exs.](#)

C. Routine Travel/Meeting Without Designated Hotel

Lodging is reimbursed at the city rate listed in the [Travel Pocket Guide](#). If lodging at this rate cannot be found, at least two reasonable hotel quotes must be provided and the least expensive hotel chosen. In this scenario, a traveler may be reimbursed at the actual routine lodging costs. The quotes must be screenshots from the website obtained on the date of booking and the search date must be included. This method of quote documentation cannot be used for conferences/meetings with a designated hotel. Average nightly rate quotes will not be accepted.

V. Car Rentals

Car rental requests must be justified and approved in advance on the [Prior Approval for Travel](#) form. Enterprise, National, and Hertz are the contracted agencies for in-state and out-of-state travel. Please contact the business office for the corporate discount codes. Travelers must call to apply the code for out-of-state travel.

The contracted rate includes liability insurance. Concession fees for rental car agencies located in the airport, additional insurance, and refueling services are not reimbursable. Fuel receipts are required for fuel reimbursement. Only the cost of rental for compact or standard/intermediate models are reimbursable, unless 1) non-availability documentation is submitted or 2) the vehicle will be used to transport more than two individuals or equipment.

Non-employees must receive special approval to rent a vehicle. The [Prior Approval for Travel](#) form and justification must be submitted to the Business Office to begin the approval process. Non-employees who will drive or be a passenger in a rented vehicle must submit the [Non-Employee Vehicle Acknowledgement Form](#).

VI. Mileage

If a traveler uses a personal vehicle, mileage is reimbursed at **\$0.58 per mile** (effective 1/10/22). To request reimbursement, a [Travel Expense Voucher Mileage Log](#) listing the complete address for each leg of the trip is required. In addition, mileage verification documentation must be submitted in the form of 1) a website mileage calculator or 2) odometer readings. Trip-odometer readings do not qualify as mileage verification. The traveler should always claim the lesser of the miles from their official domicile or from their residence.

When use of a personal vehicle is chosen for the traveler's convenience for out-of-state travel, the traveler will not be reimbursed for en route expenses. The mileage reimbursement on the basis of \$0.58 per mile may not exceed the cost of the lowest logical airfare quote obtained at least 14 days prior to the trip departure date.

VII. Reimbursement Request

Within two weeks of trip return, a completed [Travel Expense Voucher Form](#) must be submitted with any relevant receipts and an agenda (if provided) for reimbursement. Travel forms and supporting documentation should be submitted using one-sided printing. It is permissible to submit vouchers on a monthly basis if traveling regularly.

VIII: Other Travel Information

A. Lodging Receipts: Must have a \$0 balance or read paid in full.

B. Meals: Receipts are not required and are reimbursed per diem based on **travel times and city of stay**. See the [Travel Pocket Guide](#).

C. 1) New Orleans Airport Parking: Uncovered parking at USPARK on Veterans Blvd is the preferred parking lot and is reimbursable with a receipt at **\$12.18 per day** (\$10 plus taxes/fees). Covered parking is not reimbursable. If you make a reservation at <https://www.uspark.net/locations/veterans/reservations/louisiana-state-employees-reservation-form/>, the LA state employee reservation coupon will be emailed or texted to you and must be presented upon entry/exit. If a reservation is not made, a state issued photo ID is required at entry/exit. If parking

at another airport lot in New Orleans, an employee may be paid actual expenses for **uncovered parking** with a receipt.

2) Baton Rouge Airport Parking: The State’s current contract rate is **\$4.50 per day plus tax** for parking in the indoor parking garage, as well as the outside, fenced parking lot at the airport. Documentation required to receive the contract price is the [BR Airport Parking Certificate](#) and a University ID. An employee may be paid actual expenses up to \$5 per day with a receipt.

- D. Ground Transportation Tips:** Reimbursed up to 20% of the fare. Receipt must show tip amount.
- E. Valet Parking Tips:** Must not exceed \$5 per day. Parking receipt required.
- F. Hotel Allowances:** Tips may be reimbursed one time up to \$5 upon each hotel check in and upon each hotel checkout.
- G. Airport Allowances:** Tips may be reimbursed one time up to \$5 for the airport outbound departure trip and for the inbound departure trip. Maximum total for entire trip is not to exceed \$10.
- H. State Employee Tax Exemption:** A [Travel Tax Exempt Form](#) is available for lodging and rental car. The form can be approved by your department’s business office. A separate form is required for each trip.
- I. Complimentary Travel Reporting:** Travel expenses covered by a third party are subject to the reporting requirements in R.S. 42:1111 Code of Governmental Ethics. Any public servant who accepts **complimentary admission, lodging, or transportation** to and from an educational or professional development seminar or conference shall file the [BOE Complimentary Travel Form](#) with the Board of Ethics within 60 days after such acceptance. Forms should not be submitted with estimates. If the public servant does not know the amount by the due date, the form should be submitted with a cover letter explaining such. Once the public servant knows the exact amounts, an amended form should be submitted. The Dean must sign as agency head and **the employee must submit the form to the Board of Ethics**. Exception: The form is not required if the travel expenses are being paid by a State or Government Entity (e.g. State of Louisiana, NIH or LSUHSC Foundation).
- J. Travel Prior, Annual Leave, Off-Campus Activity Leave, BOE Complimentary Travel Form, and PM-11 Requirements Guide:**

	REPORT TRAVEL EXPENSES TO ETHICS BOARD	PM-11 REQUIRED IF EMPLOYEE ACCEPTS (ECONOMIC BENEFIT)	PRIOR APPROVAL FORM REQUIRED	SUBMIT REQUEST FOR OFF CAMPUS ACTIVITY	SUBMIT REQUEST FOR ANNUAL LEAVE (If During Work Hours)
HONORARIUM/PAYMENT MADE TO EMPLOYEE BY A THIRD PARTY:	NO	YES*	NO	NO	YES*
TRAVEL EXPENSES COVERED BY A THIRD PARTY, HOWEVER NO HONORARIUM OR PAYMENT FOR SERVICES RECEIVED	YES**	NO	YES	YES	NO
TRAVEL FUNDED BY LSUHSC:	NO	NO	YES	YES	NO
Employee may elect to have activity paid directly to the institution and reimbursed as additional compensation and/or travel payments, in which case neither PM-11 nor would annual leave be required, however employee must follow the “TRAVEL FUNDED BY LSUHSC” procedures.					
Board of Ethics disclosure not required if travel expenses are covered by state or government entity (e.g. State of Louisiana, NIH or LSUHSC Foundation)					