



CAMPUS CORRESPONDENCE

Date: July 5, 2016

To: Chancellors, Vice Chancellors, Vice Presidents, Deans, Executive Directors, Directors, Department Heads and Chairs

From: Daniel T. Layzell, Vice President for Finance and Administration/CFO

Subject: Travel Changes Effective July 1, 2016

PM-13, University Travel Regulations has been updated to reflect the changes to the travel policy effective July 1, 2016. In addition, PM-13 includes Appendices to better serve the travelers, departments and all LSU entities. Appendix A is a Summary of Travel Rates (i.e., mileage rate per mile, meal per diem, lodging allowances, and other travel expenses), and Appendix B is a Summary of Approval Authority specific to each campus for certain travel expenses.

The following is a summary of the changes:

1. Clarification of the U.S. Department of State federal per diem rate meals and incidentals (M&IE) are inclusive of fees and tips given to porters, baggage carriers and hotel staff.
2. For campuses without Risk Management autonomy, unauthorized individuals including, but not limited to, spouses, children, or other family members should not be transported in University-owned vehicles or rental vehicles, unless an exception approval has been granted by the Department Head, if he/she determines that the best interest of the University will be served and the passenger signs an Acknowledgment Agreement form. LSU is exempt from this requirement.
3. Risk Management requires all international travelers, prior to the start date of travel, to complete the on-line registry at www.lsu.edu/riskmgmt/internationaltravelregistry for emergency notification and insurance purposes. International Travel Insurance may be provided to travelers who have completed the registry prior to the start date of travel. Coverage information will be provided to the traveler once the registry information has been submitted on-line to Risk Management.
4. The routine lodging rate for Baton Rouge increased to \$98. Refer to Appendix A for all other lodging rate changes.
5. Definition section was updated to include suburb which is considered an immediate or adjacent location (overflow of the city) to the higher cost areas which would be within approximately 50 miles of the highest cost area.

Also, the following are key travel reminders:

1. Short's Travel Management remains the State of LA State Travel Agency Services. Travelers are encouraged to make booking arrangements using Short's Travel Online since the service fee is \$2. The agent-assisted service fee is \$19.50

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2. Enterprise Rent-A-Car remains the state contract vendor and use is mandatory for in-state travel. Please refer to the Accounts Payable & Travel website for updated contract rates.
3. Enterprise Rent-A-Car, Hertz and National remain the state contract vendors and use is encouraged for out-of-state travel. It is at the traveler's discretion which rental company is utilized.
4. Personal travel destinations should not be included in business travel airfare. Refer to PM-13 for reimbursement limitations.
5. Travelers/departments should always monitor unused tickets and take them into consideration when making travel arrangements.

The AS forms have been updated to reflect changes in LSU's PM-13 "University Travel Regulations". Employees should go to the Accounts Payable & Travel website at <http://www.fas.lsu.edu/AcctServices/acctpay/> for the current versions of documents and forms necessary to assist travelers in processing travel requests and reimbursements.

The revised policies incorporating the summarized changes are available on the University Administration and Accounts Payable & Travel websites. If there are any questions or concerns regarding any of the changes, please contact the Central Administration Office on your campus.

C: F. King Alexander, LSU President

Donna K. Torres, Associate Vice President for Accounting Services