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## CAMPUS CORRESPONDENCE

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**Date:** June 22, 2021

**To:** LSU Leadership

**From:** Donna K. Torres, CPA  
Interim Executive Vice President for  
Finance and Administration/CFO

**Subject:** Travel Changes to PM-13 effective July 1, 2021

**PM-13, University Travel Regulations, has been updated to reflect the changes to the travel policy effective July 1, 2021.** PM-13 includes Appendices to better serve the travelers, departments and all LSU institutions. Appendix A is a Summary of Travel Rates; Appendix B is a Summary of Approval Authority specific to each institution for certain travel expenses.

The following is a summary of the key policy changes:

1. Mileage rate decreased to 56 cents per mile.
2. Reimbursement for use of a chartered or unchartered privately-owned aircraft decreased to \$1.26 per mile.
3. Contractors are not exempt from paying state sales taxes; and therefore, the University may reimburse contractors for state sales taxes.
4. Enterprise, National and Hertz are the vehicle rental vendors for in-state travel and use is mandatory for University employees and/or authorized travelers on official University business. It is at the traveler's discretion which rental company is utilized. Please refer to the Accounts Payable & Travel website for the updated contract rates and for the vendor's rental reservation links.
5. Maximum meal allowance for single day travel increased to \$45.
6. Meal per diem for breakfast increased to \$12 and lunch increased to \$16 on Tier 1; and dinner increased to \$31 on Tier II. All other rates remained the same.
7. The routine lodging rate for Baton Rouge remains at \$99. Tier II, Lodging increased only for New Orleans areas. Refer to Appendix A for the New Orleans lodging rate changes.
8. When flying out of New Orleans, USPARK is still the preferred parking lot and uncovered parking is reimbursable with a receipt. If parking at another facility in New Orleans, an employee may be paid actual expenses for uncovered parking, receipt required.
9. Section XII. COVID-19 Pandemic has been added to include the following information regarding business travel:
  - a. Travelers are strongly encouraged to be fully vaccinated prior to any travel.
  - b. It is the responsibility of faculty/staff/students to consider the travel risk, especially at the destination before traveling.
  - c. Any COVID-related travel expenses for quarantine and/or test while on University business travel will be considered a University business expense.

Also, other key travel reminders:

1. The State of Louisiana contracted travel agency is **Christopherson Business Travel (CBT)** and the CBT Concur Online Booking System is available and located on myLSU under Travel Resources. The online booking fee is \$7. The agent-assisted service fee is \$24. For more information on CBT, please refer to the New Travel Agency section on the Accounts Payable & Travel website.
2. The Travel/Spend Authorizations must be fully completed and approved. If any travel expenses are paid prior to travel authorization approvals, the employee may be at risk of not being reimbursed.
3. For all hotel lodging, including AirBnB, only the first night lodging should be 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.

4. Enterprise, National and Hertz remain the out-of-state travel state contract vendors and use is mandatory for employees traveling out-of-state. The use is encouraged for non-employee University students, guests and contractors. It is at the traveler's discretion which rental company is utilized.
5. Personal travel destinations should not be included in business travel airfare. Refer to PM-13 for reimbursement limitations.
6. Travelers/departments should always monitor unused tickets and take them into consideration when making travel arrangements.

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: Thomas C. Galligan, LSU President  
Elahe Russell, Interim Associate Vice President for Accounting Services