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## CAMPUS CORRESPONDENCE

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**Date:** June 26, 2023  
**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, 2023

University Travel Regulations, PM-13, has been updated to reflect the changes to the travel policy effective July 1, 2023. 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. Faculty members will no longer be responsible for employed graduate student cash advances.
2. University-sponsored conferences:
  - a. Lunch served in conjunction with university-sponsored conferences, billed to the University, shall not exceed the combined US General Services Administration (GSA) meal rate for breakfast and lunch of the conference location. Any gratuity not required by the caterer must not exceed 20% of the total meal cost. For example, if the GSA meal rates for New Orleans are \$17 and \$18 for breakfast and lunch, respectively, the conference lunch rate will be \$35.
  - b. Breakfast and/or dinner served in conjunction with university-sponsored conferences, billed to the University, may not exceed the special meal rates.
  - c. Conference lodging rates should be within the published lodging rates for the conference location.
3. Uber or Lyft type services are reimbursable. A standard sized vehicle is encouraged, and an itemized receipt is required. Wait time charges and the following vehicle types are not reimbursable:
  - a. Uber Black, Uber Black XL, and Uber Premier
  - b. Lyft Lux, Lyft Lux Black, and Lyft Lux Black XL
4. Ethics clarification: 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.

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. Travel to the 48 continental US and District of Columbia is subject to GSA rates for mileage, lodging, and meal per diem and incidentals (M&IE).
4. Travel to foreign countries is subject to US Department of State rates for lodging, and M&IE.
5. Travel to Alaska, Hawaii and US territories are subject to the M&IE rates as published in the State Travel Policy, PPM-49. Refer to PM-13, Appendix A for the rates.
6. 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.

7. Enterprise, National and Hertz remain the out-of-state travel state contract vendors for rental vehicles and 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.
8. Personal travel destinations should not be included in business travel airfare. Refer to PM-13 for reimbursement limitations.
9. Travelers/departments should always monitor unused tickets every 30 days 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: William F. Tate IV, LSU President  
Elahe Russell, Associate Vice President for Accounting Services/Controller