
CAMPUS CORRESPONDENCE

Date: January 14, 2010

To: President John Lombardi
Chancellor Michael Martin
Deans, Directors and Department Heads

From: Donna K. Torres, CPA
Associate Vice Chancellor for
Accounting and Financial Services



Subject: Revisions to Travel Policy Effective January 19, 2010

The State of Louisiana has made additional changes to the State Travel Policy effective January 19, 2010. The University Travel Regulations, PM-13, has been revised to reflect these changes effective January 19, 2010. A summary of the changes is as follows:

- 1) The Chancellor, or his designee, may give approval to bypass the State Motor Pool Rental Contract, on a case-by-case basis, or by College, Department, School or program provided a written request is made which includes a detailed explanation as to why the use of the contract is not feasible. Approvals must be obtained on a fiscal year basis, and renewed each fiscal year. The approval requests should be maintained in a central file. Copies of approvals granted for Colleges, Departments, Schools or programs must be provided to the LSU System Office at the time they are made and each time they are renewed.
- 2) In-state mileage reimbursements are not subject to the 99 miles limitation if approval by the Chancellor or his designee has been granted.
- 3) Members of boards and commissions are not required to utilize the State Motor Pool Rental Contract and are not subject to the 99 miles limitation. However, they are strongly urged to use the State Motor Pool Contract when a cost benefit analysis indicates a potential savings.
- 4) State contractors are required to follow PM-13 by the terms of their contracts, but they are not required to use the State Motor Pool Rental Contract and are not subject to the 99 miles limitation.

The revised PM-13 incorporating the summarized changes will be available on the LSU System website soon. If there are any questions or concerns regarding any of the changes, please call me, Patrice Gremillion or a member of the Travel staff.

xc: Provost Astrid Merget
Eric Monday
Vice Chancellors