



CAMPUS CORRESPONDENCE

To: LSU Vice Chancellors, Deans, Directors and Department Heads

Date: July 17, 2014

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

Subject: FASOP: AS-02, "University Travel Regulations" – Travel Policy Changes Effective July 1, 2014

FASOP: AS-02, "University Travel Regulations" has been updated to reflect the changes to the travel policy effective July 1, 2014.

The following is a summary of the changes:

- Travel Advances will not be issued since the University provides a means of payment via LaCarte for reimbursable expenses, or the department's Centrally Billed Account (CBA) may be used for airfare and conference registration. Employees who use personal funds will be reimbursed upon return from travel. Refer to FASOP: AS-02 for the travel advance criteria.
- Selection of preferred or premium seats is prohibited and will not be reimbursed.
- Personal travel destinations should not be included in business travel airfare. Refer to FASOP: AS-02 for reimbursement limitations.
- Travelers granted a monthly vehicle or lump sum allowance are not eligible for reimbursement of mileage, fuel or vehicle rentals.
- Members of boards and commissions are not required to utilize the in-state and out-of-state rental contracts and are not subject to the 99 miles limitation. However, they are strongly urged to use the in-state rental contract when a cost benefit analysis indicates a potential savings.
- Car door unlocking services are not reimbursable.
- The routine lodging rate for Baton Rouge increased to \$97. Refer to FASOP: AS-02 for all other lodging rates and destination changes.
- Reimbursement for conference lodging requires a registration receipt, formal agenda or program, and/or documentation designating the official conference hotel and the nightly rate.
- The Park 'N Fly online reservation promotion code 0050056 must be used to obtain the contract rate and no other documentation will be required.
- Meal per diems increased for the following tiers and meals:
 - Tier I: Dinner - \$29
 - Tier II: Lunch - \$16; Dinner - \$30
 - Tier III: Dinner - \$32
- The meal reimbursement limit for meal per diem for single day travel has been increased to a maximum of \$42.
- Reasonable tips are allowed, but should not exceed 20%.

In August 2013, a **Travel Risk Audit** was conducted by LSU Internal Audit. The following is a summary of departmental requirements as a result of the audit:

- Travelers/departments are required to monitor Unused Tickets. The departmental procedures for monitoring Unused Tickets should include ensuring travelers are not applying Unused Tickets toward personal travel. The University has the following resources in place to assist travelers/departments with the monitoring of Unused Tickets:
 - Travelers receive 90, 60, 30 and 14 day e-mail notifications
 - Campus Heads receive Unused Ticket Reports monthly
 - The Accounts Payable & Travel website posts an Unused Ticket Report by campus by the 15th of the month
- Departments are required to monitor travel expenses paid through various payment methods to avoid duplication of travel payments. Travelers are now required to document in detail all travel expenses paid directly with personal funds

and indirectly by the departmental CBA or traveler's LaCarte card on the Travel Expense Reimbursement Request (AS300). The traveler's signature on the AS300 certifies that only out-of-pocket expenses are being claimed for reimbursement.

- Travelers are required to self-disclose personal dates and travel destinations coupled with university business travel.

Also, some key policy reminders are as follows:

- Short's Travel Management is the state contract travel agency.
- Mileage allowance for use of personally-owned vehicles remains at 51 cents per mile.
- 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.
- Enterprise Rent-A-Car, Hertz and National remain the state contract vendors and use is mandatory for out-of-state travel. It is at the traveler's discretion which rental company is utilized.
- Travelers/departments should always monitor unused tickets and take them into consideration when making travel arrangements.
- Per diems and dine-in special meals are not allowed on LaCarte. Costs of meals shall be paid by the traveler and a Travel Expense Reimbursement Request (AS300) should be completed to seek reimbursement of meal allowances.
- Per diems will not be reimbursed for meals included in a conference registration fee.
- When LaCarte is used to pay for parking, cardholders must ensure that state sales tax is not charged.

The AS forms have been updated to reflect changes in LSU's FASOP: AS-02 "University Travel Regulations" and the Travel Risk Audit requirements. 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 LSU System and Accounts Payable & Travel websites. If there are any questions or concerns regarding any of the changes, please call me, Patrice Gremillion or a member of the Travel staff.

Contact Information

Name	E-mail	Phone
Donna Torres, Associate Vice Chancellor	dtorres@lsu.edu	578-1623
Patrice Gremillion, Director	pgremill@lsu.edu	578-3366
Lindsay Berthelot, Assistant Director	lberthe@lsu.edu	578-1538
Jennifer Driggers, Assistant Manager	jdrigg@lsu.edu	578-3699
Arianna Creech, Staff Accountant	acreech@lsu.edu	578-6052
Ashley Matt, Staff Accountant	amatt3@lsu.edu	578-3697

- xc: F. King Alexander, President and Chancellor
 Stuart Bell, Executive Vice Chancellor and Provost
 Dan Layzell, Vice President for Finance & Administration/CFO