

University Travel

The purpose of this guide is to provide a general overview of PM-13 University Travel Regulations, and to educate employees who travel on University business. Employees are encouraged to visit the website at <https://www.lsuhs.edu/administration/Accounting/travel.aspx>, to review the complete set of travel rules and regulations as well as any other forms or policies related to travel. Failure to comply with regulations can result in non-reimbursement of travel expenses.

State and University policies mandate that all airfares be purchased through the state-contracted travel agency, **Christopherson Business Travel**. Lowest logical fares must be purchased from the state-contracted travel agency unless approval has been granted **prior to travel** to purchase the airfare from an alternate agency, resulting in a **10% cost savings amounting to at least \$100** not including the service fee. The cost of the transaction fee charged by the state-contracted travel agency should not be used in the calculation. Requests for an exception to use an alternate travel agency or to purchase airfare from a web vendor should be sent to the Director of Payable Operations, via email for consideration prior to purchasing any airfare. All pertinent documentation should be attached to the request. A written response via e-mail granting or denying the exception request will be provided.

Lowest logical fares are penalty tickets that can have restrictions and charge penalty fees for changes or cancellations. If the traveler's schedule changes resulting in a penalty and additional cost to change the ticket, the University will reimburse the penalty incurred when the change or cancellation is required by the University or due to other unavoidable situations approved by the traveler's Department Head.

International airfares available from other sources may be less expensive than fares available from the state-contracted travel agency. Once an employee has been granted approval to travel internationally, the employee is free to either:

1. Book airfare through the state-contracted travel agency; or
2. If an employee seeks and finds a lower fare available from a source other than the state-contracted travel agency, the employee must obtain from the outside source a copy of the proposed itinerary and the complete cost. This information must be provided to the state-contracted travel agency for review. The agency will determine if the airfare can be matched or beat and, within 24 hours, a response will be provided to the traveler and travel manager. If the fare can be matched or beat, the ticket must be purchased from the state-contracted travel agency and an exception request will not be approved. If the travel agency cannot match the price, the travel agency will indicate via email that the itinerary cannot be matched. This approval must be attached to the travel voucher to obtain reimbursement for the cost of the ticket. If no response is received within the 24-hour period, the airfare can be purchased by the traveler (email must be attached to the reimbursement request).

Employees must use caution when purchasing tickets from sources other than the state-contracted travel agency, particularly restricted fares, many of which cannot be changed. The state-contracted travel agency will not be available to help with changes, cancellations, or other needs when a ticket has not been purchased through their

office. It will be the responsibility of the employee to ensure the ticket meets their needs and to make changes, cancellations, etc. after the ticket is purchased. Any fees associated with changes or cancellations are also the responsibility of the employee.

LaCarte Card Program

Employees who travel on University business are encouraged to participate in the LaCarte Card Program since the program allows for payment of major business travel expenses. However, meals and personal incidental expenses are not allowed on LaCarte. The maximum single transaction limit on the LaCarte card is \$5,000. When LaCarte is used for payment of business travel expenses, all original itemized receipts must be submitted. Meal per diems will be reimbursed upon completion of the trip using the Travel Expense Voucher form. For information regarding enrollment in the LaCarte Card Program, please contact Accounts Payable at 504-568-4554.

Christopherson Business Travel

Christopherson Business Travel (CBT) is the contracted travel agency

Phone: 800-961-0720

Email: StateLAUniv@CBTravel.com

Online support phone: 888-535-0179

Email:

OnlineSupport@CBTravel.com

The online self-booking reservation system, **Airportal**, can be found at <https://app.cbtravel.com/>. Information regarding the online system is available on the Travel website under Christopherson Business Travel.

New users should click on the following link to establish a profile:

<https://legacy.cbtravel.com/business/profile/stateofla/>

Summary of pertinent information:

1. Christopherson's normal business hours are 7:00 am to 8:00 pm CST Monday - Friday.
2. The agent-assisted transaction fee is \$24.00; online booking fee is \$7.00.
3. Christopherson Business Travel should be used for University business travel only.
4. Any calls between 7pm and 7am CST will roll over to the after-hours service provider. After-hours services should be limited to true emergencies. Airfare bookings should be made during normal business hours.

Employees who travel on University business are required to use **Christopherson Business Travel** when making airfare reservations. Use of CBT for hotel and vehicle rental reservations is optional. Payment options for **Christopherson** are LaCarte, CBA, or a personal credit card. Traveler's must create an online profile prior to booking a flight. For more information visit: https://www.lsuhs.edu/administration/accounting/Contract_Travel_Agent.aspx

Travel Reimbursement Rates

Meals & Incidental Expenses (M&IE) and Lodging: No receipts required for per diem meals and incidental expenses. Itemized receipts are required for lodging. Any meals included in the registration fee for a conference/convention must be excluded from the daily meal allowance. See **Meals & Routine Lodging Reimbursement Schedules** on the back of this guide for reimbursement rates.

Eligibility for Reimbursement of Meals & Incidental Expenses (M&IE) and Lodging:

- A. Single Day Travel - Meals are not eligible for reimbursement on single day travel. However, the Executive Director of Accounting will be allowed to authorize single day meal reimbursements on a case-by-case basis. Any such reimbursements must be considered taxable income to the employee. The traveler must be in a travel status for a minimum of 12 hours but less than 24 hours (no overnight stay). The maximum allowance for meal reimbursement for single day travel is 75% of the M&IE rate for the travel destination.
- B. Incidental Expenses include:
 - Domestic- tips for valet, porters, baggage carriers, hotel staff, and complimentary shuttle services.
 - International- laundry/dry cleaning services and tips for valet, porters, baggage carriers, hotel staff, and complimentary shuttle services.
- C. Alcohol - Reimbursement for alcohol is prohibited.

Travelers may be reimbursed for **conference lodging** at actual conference rates with Department Head approval on the Travel Prior Approval form in accordance with PM-13. **Travelers must provide documentation designating the official conference hotel and nightly rate.**

Hotel State Sales Tax Exemption

Employees are encouraged to seek hotel sales tax exemption by use of R-1376 "Governmental Employees Hotel Lodging Sales/Use Tax" exemption form located on the travel website

<https://www.lsuhs.edu/administration/accounting/forms.aspx>

For all hotel lodging, including AirBnB, only the first night's lodging can be prepaid to secure the reservation. Lodging should not be prepaid in total; payment should be made at checkout.

Mileage

The mileage rate is 67 cents per mile. GSA (General Administration) mileage rate can be found at <https://www.gsa.gov/travel/plan-book/transportation-airfare-pov-etc/private-owned-vehicle-pov-mileage-reimbursement-rates>. Required documentation is a web-site mileage calculator or beginning and ending odometer readings.

In-State Vehicle Rentals

The State has contracted with Enterprise, National and Hertz for all in-state vehicle rentals. Usage of these contracts is **mandatory** for University employees. It is the traveler's discretion which rental company is utilized. Please see the Travel website for FY24 Rental Rates and the vendor's reservation links. Only the rental of a compact or standard/intermediate model is reimbursable unless non-availability is documented or the vehicle is used to transport more than two individuals.

Out-of-State Vehicle Rentals

The State has contracted rental vehicles for out-of-state travel, excluding International travel, utilizing the State of Louisiana's Out-of-State Contracts, which use is mandatory for University employees. The participating vendors include Enterprise, National and Hertz. It is the traveler's discretion which rental company is utilized. All University employees are required to use these contracts due to exceptional pricing which includes CDW / (Collision Damage Waiver) and one million dollar (\$1 million) liability insurance. All non-employee students, University guests, and contractors are encouraged to utilize the out-of-state contracts which include one million dollar (\$1 million) liability insurance. However, if the out-of-state contracts are not used by non-employee students, University guests, and contractors are encouraged to purchase insurance when they are renting a vehicle. See **Out-of-State Contract Vehicle Rental Rates** on the Travel website for the corporate discount rates. Contact the Travel office to obtain the corporate discount numbers.

Receipt

Requirements

Original itemized receipts are required for all travel expenses **except** for the following:

1. Buses, subway and streetcar/trolley fares \$10 or less daily. claims in excess of \$10 per day require a receipt
2. Non-local parking, fares and tolls \$5 or less per transaction.
3. Routine meals within GSA-allowed rates.

Luggage Charges

Luggage charges from airlines may be reimbursed, with a receipt, for the 1st checked bag for a business trip of 5 days or less and for a 2nd bag for a 6-10 day business trip and/or additional baggage which is business related and required by the department. The traveler must present a receipt to substantiate the luggage charges. Travelers will be reimbursed for excess baggage charges (overweight baggage) only in the following circumstances:

1. When traveling with heavy or bulky materials or equipment necessary for business.
2. The excess baggage consists of organization records or property.

Parking

1. Options for the New Orleans airport parking are Surface Lot \$20/day, Airline Economy Garage \$12/day or US Park's lot \$14/per day receipts required.
2. B.R. airport parking is \$4.50/day, receipt required. Parking certificate and University ID required.
3. Other parking (not listed above), ferry fares, & road/bridge tolls for each transaction over \$5.00 a receipt is required.

Prior Written Approval Requirements

Prior written approvals are required for certain travel expenses. Please refer to PM-13 as well as Appendix B for specific approval authority. Before any travel arrangements are made or paid, travelers are required to obtain signed travel prior approval forms; failure to obtain prior approval may put the traveler at risk of not being reimbursed.

Meal & Incidentals (M&IE) Rates subject to change

Meals Area	B	L	D	IE	Total	1 st /Last Day
48 Continental United States, including District of Columbia	GSA Rates					
Alaska, Hawaii & US Territories (Puerto Rico, US Virgin Islands, American Samoa, Guam, Saipan)	\$20	\$34	\$51	\$5	\$110	\$82.50
International	U.S. Department of State Rates					
Reimbursements for 1 st & last day of travel must not exceed 75%						

Routine Lodging Reimbursement Rates subject to change

Lodging Area	Routine
48 Continental United States, including District of Columbia	GSA Rate
Baton Rouge- Lod Cook only	\$119
Alaska, Hawaii & US Territories (Puerto Rico, US Virgin Islands, American Samoa, Guam, and Saipan)	\$225
International Cities	U.S. Department of State

GSA (General Services Administration):

- Lodging, Meals, and Incidental Expenses (M&IE)
- <https://www.gsa.gov/travel/plan-book/per-diem-rates>

U. S. Department of State:

- Lodging, Meals, and Incidental Expenses (M&IE)
- https://aoprals.state.gov/web920/per_diem.asp
- Breakdown of Daily Meal Rates
- https://aoprals.state.gov/content.asp?content_id=114&menu_id=75



FY25 Travel Brochure

Travel Office

433 Bolivar Street New Orleans, LA 70112

Phone (504) 568-4554



State Contracted Travel Agency

Christopherson Business Travel

TOLL FREE: 800-961-0720

E-mail: statelauniv@cbtravel.com

24-hr Emergency Service
800-961-0720
(after 7pm and on weekend)

This guide provides a general overview of LSUHSC's travel rules

and regulations. Refer to PM-13, University Travel Regulations,

for the complete set of travel rules and regulations.

