Travel Guidelines

August 2024

Travel Prior Approval

- **ALL** travel requires a prior approval form to be completed and approved prior to the travel date. A travel prior form can be found on the Accounting Services forms section of the Main LSU Website.
https://www.lsuhsc.edu/administration/accounting/forms.aspx

- Registration fees and/or flight reservations will not be approved until the travel has been approved

- Flights **must** be booked with Christopherson [AirPortal: AuthenticationAuthentication](). You must create a travel profile at [State of Louisiana - Create Travel Profile - Christopherson Business Travel]() prior to your first flight

- Flights must be paid in advance by the traveler. SAHP does not have a controlled business account (CBA) linked to Christopherson portal.

- Flight approvals only occur during business hours. Booking flights outside of business hours may result in the request being timed out before approval and require the traveler to rebook it during business hours for approval. Please book your flights by 2:30 pm to allow time for review and approval to avoid after hours time outs.

Registration

- Registration fees may be paid in advance by the traveler or may be charged directly to the School via a procurement (Pcard). Please contact the department coordinator or the finance and administrative staff to arrange for Pcard payment of registrations.

- The registration receipt must be included with both the procurement card documentation and travel voucher documentation.

Routine lodging

- Routine lodging is reimbursed at the published GSA rate designation for the city the hotel is located. GSA Rates can be found here.

- Lodging rate must be within the GSA rate for each night of travel.

- An original itemized zero balance hotel receipt is required for reimbursement.

Conference Hotels

- For conference travel, the traveler may be reimbursed at the conference room rate with documentation of the hotel being a designated conference hotel and documentation of the conference hotel rate

- For conference travel, if the traveler chooses not to stay at the conference hotel then the travel will be reimbursed at the routine lodging rate per the GSA rate designation for the city

- If the conference hotel is unavailable, it is the traveler's responsibility to provide documentation of unavailability in order to be reimbursed up to the conference rate.

Car Rental and mileage

Rental

- Car rental requested must be justified and approved in advance of the travel. Enterprise/Hertz (have university contracts)

- Car rental
    - Fuel is reimbursable with proper receipts
    - Mileage is not reimbursed with rental

- Car Rental vs. Private car should be determined based on which is most cost effective. Usually will depend on the distance.

Private Vehicle

- Mileage is reimbursed at the established rate per mile and a mileage log must be submitted (rate subject to change) https://www.lsuhsc.edu/administration/accounting/travel.aspx

- If funding source is another state agency; may be required to rent a car if traveling over 99 miles in-state

Receipts and Tips

- For most travel related expenses, original receipts are required

- Receipts are not required for meal reimbursement. Meal reimbursement is paid on a per diem basis dependent on the times an individual is in travel status.

- Luggage receipts will be reimbursed for up to one checked bag for travel up to 5 days

Documents Needed for reimbursement

The conference brochure/itinerary

Original $ 0 balance itemized hotel receipt

Transportation receipts – taxi/uber

Gasoline and rental car receipts

Mileage log required if requesting mileage reimbursement

Original registration receipt

Original flight receipt

Any other relevant original receipts

Travel Voucher Documents

The excel travel voucher should be complete and accurate. Including all relevant information before it gets uploaded to Adobe.

The voucher should then make its way through Adobe routing for fiscal staff review and signatures.

All receipts, the approved travel prior and all required documents must be included as one complete document to the fiscal staff for review.

International and/or non-traditional travel arrangements

- Always consult with the fiscal staff prior to the trip

- Any travel where personal travel is combined with business travel is non-traditional and requires additional guidance

- Any travel out-of-state requires the traveler to fly unless a flight quote is received 14 days prior to the trip to document mileage is the more cost-effective mode of transportation

Travel Training

Hosted by Danielle Burlison and held a few times a year for the purposes of educating new travelers or those preparing travel forms on behalf of their departments

Training Topics:

- Travel policy- PM13
- Travel scenarios - out of state
- Prior authorization
- Booking your airfare
- Allowable expenses during a trip
- Other travel scenarios/International travel
- FAQ in Travel
- Missteps in claiming reimbursement

Ask when the next one is!

- Travel Section of ==LSU Main website==
  https://www.lsuhsc.edu/administration/accounting/travel.aspx
  - PM 13 Official Policy
  - PM13 - Summary of policy
  - GSA Rates Site
 - Trainings w Danielle Burlison
  - Meeting Presentation Slides
- ==U Drive== >SAHP Travel Guidance>
  - AppendixA_FY25_Rates
  - form413f-BOE Form
  - FY23-Booking-through-Christopherson-AirPortal-—-
  - FY25-Travel-Pocket-Guide(1)
  - Travel email Template for Interviews_ DRAFT
  - Travel-Checklist-FY25- SAHP
  - Travel-Guidelines-Presentation-2024- SAHP
  - Travel-Procedures-and-Tips-FY25-SAHP
  - Travel-Tax-Exempt-Form- Travel
  - ~$Travel-Guidelines-Presentation-2024- SAHP
- LSU ==SAHP Website==>Admin>Faculty & Staff Resources>Travel

TRAVEL

- SAHP Travel Guidelines Presentation
- SAHP Travel Procedures and Tips
- Travel Pocket Guide
- SAHP Travel Checklist
- Travel Codes
- Booking through Christpherson Air Portal instructions
- PM 13 – University Travel
- CM 67 Work Related Off Campus Activity
- Complimentary Admission, Lodging, Transportation Disclosure form
- LSU Travel Rates
- LSUHSC Travel Tax Exempt form

Available Resources   Utilized Resources
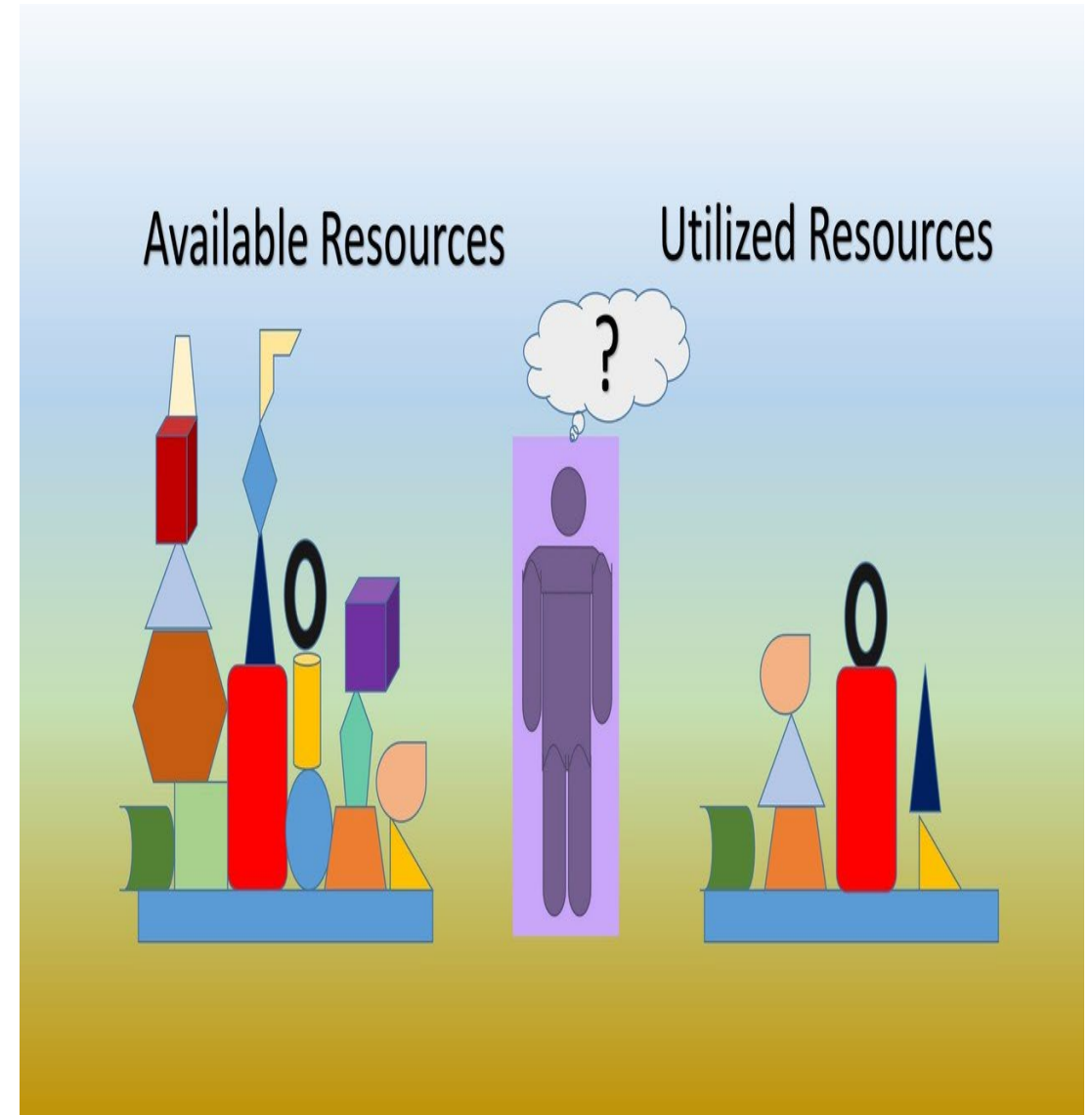
Travel ⌃

Travel Home Page

LSU System Travel Procedures (PM-13)

Christopherson Business Travel

GSA per diem look up tool

International Travel

Frequently Asked Questions

Travel Pocket Guide

PM-13 Appendices-Rates and Signature Authority (under Travel forms)

Conference Lodging Reimbursement

Hertz Rental Reservations

Enterprise Rental Reservations ⌄

Parking MSY Airport ⌄

Lodging/Direct Billing

Travel Document Scanning

Pitfalls!

- Not submitting a prior in advance
- Not documenting the most cost-effective mode of transportation in advance
- Not doing research into resources available and travel policies
- Not documenting conference rate or non-availability for hotel expenses
- Not booking the flight through Christopherson