

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 Supply Chain website at <http://www.lsuhsu.edu/administration/SupplyChain> click Travel, 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 fares be purchased through the state-contracted travel agency, **Short's Travel Management**. 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 Brent Herold, Executive Director of Supply Chain bherol@lsuhsu.edu 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.

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.

Employees who travel on University business are encouraged to participate in the LaCarte Card Program since the program has been expanded to allow for payment of business travel expenses. However, meals and personal incidental expenses are not allowed on LaCarte. When LaCarte is used for payment of business travel expenses all original itemized receipts must be submitted. Meal per diem 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 568-4554.

Short's Travel Management

The online self-booking reservation system, **Short's Travel Online (STO)**, can be found at www.shortstravel.com/la Information regarding the online system is available on the Travel website under Short's Travel Management.

New users should click on the New User registration link on **STO** and establish a profile.

Summary of pertinent information:

1. Short's Travel Management's normal business hours are 8 am to 5 pm CST Monday - Friday.
2. The agent-assisted transaction fee is \$19.50; online booking fee is \$2.00.
3. Short's Travel Online (STO) should be used for University business travel only.
4. A 24-hour Emergency Travel Service at (888) 846-6810 is available 24 hours/7 days a week. The 24-hour service is designed to support travelers in the event of a "true emergency". There is \$21.00 per call transaction fee for use of the after hour services. The fee will be reimbursable only if the service was used for a "true emergency". In the event the 24-hour service is used for any non-emergency transactions, the transaction fee will not be reimbursed.

Employees who travel on University business are required to use **Short's Travel Online (STO)** when making airfare reservations. Use of STO for hotel and vehicle rental reservations is optional. Payment options for **Short's Travel** are LaCarte, CBA or a personal credit card.

Travel Reimbursement Rates

Meals & Lodging: No receipts required for meals within State of LA allowances. 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 & Lodging:

- A. Single Day Travel - Meals are not eligible for reimbursement on single day travel. However, the Executive Director of Supply Chain 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. The maximum allowance for meal reimbursement for single day travel is \$42.

1. Breakfast & Lunch: \$22 - Travel must begin at/or before 6 am
 2. Lunch: \$13
 3. Lunch & Dinner: \$42 - Travel must end at/or after 8 pm
- B. Travel with Overnight Stay
1. **Breakfast (B)** - When travel begins at/or before 6 am on the 1st day of travel and extends to/or beyond 9 am on the last day of travel, and for any intervening days.
 2. **Lunch (L)** - When travel begins at/or before 10 am on the 1st day of travel and extends to/or beyond 2 pm on the last day of travel, and for any intervening days.
 3. **Dinner (D)** - When travel begins at/or before 4 pm on the 1st day of travel and extends to/or beyond 8 pm on the last day of travel, and for any intervening days.
- C. Alcohol - Reimbursement for alcohol is prohibited.

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

Mileage

For official in-state University business, travel mileage will be reimbursed at \$.51/mile per the following:

1. An employee may rent a vehicle from Enterprise. See **In-State Contract Vehicle Rental Rates**
2. If an employee elects to use his/her privately-owned vehicle, the reimbursement rate may not exceed \$.51/mile.

In-State Vehicle Rentals

The State has contracted with Enterprise for all in-state vehicle rentals. Usage of this contract is mandatory. See **In-State Contract Vehicle Rental Rates** on the Travel website. The corporate discount number is NA1403, Pin STA. Only the rental of a compact or 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 Louisiana and International travel, utilizing the State of Louisiana's Out-of-State Contracts, which use is mandatory for University employees. The participating vendors include Enterprise Rent-A-Car, National Car Rental and Hertz Car Rental Cooperation. 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 numbers.

Receipt Requirements

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

1. Buses, subway and street car/trolley fares \$15 or less daily;
2. Non-local parking, fares and tolls \$5 or less per transaction. B.R. airport parking is limited to \$3.50/day (or up to \$5 per day with a receipt) and N.O. airport parking at Park N' Fly is limited to \$7/day or \$42/week (or up to \$7/day with receipt if parking at another facility);
3. Tips for baggage handling up to \$3 upon hotel check-in/check-out and airport outbound/inbound departure trip;
4. Routine meals within State-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.

Prior Written Approval Requirements

Prior approval required of budgetary unit head or direct supervisor for:

1. Routine in-state travel (blanket approvals for a fiscal year are maintained in the department)
2. Out-of-state and conference/convention travel
3. Use of privately-owned; Form DA2054 should be on file with Environmental Health & Safety
4. Vehicle rental
5. Actual expense reimbursement of a meal designated as an integral part of a conference/convention (when requested by traveler and approved by direct supervisor);
6. Lodging up to 50% excess of PM-13 listed rates

Prior approval required of Vice Chancellor Finance:

1. Special Meal Request

Prior approval required of Executive Director Supply Chain Management:

1. Extension of "Travel > 30 Days";
2. Domestic airfare NOT booked through the state-contracted travel agency.
3. Moving expense reimbursement (CM-30)

Prior approval required of Chancellor/Provost for:

1. International travel and use of U.S. Department of State rates for meals and lodging.
2. High Risk Travel" to a Restricted Region

Meals Reimbursement Schedule

Tier	Meals Area	B	L	D	Total
I	In-state cities, with the exception of New Orleans	9	13	29	51
II	New Orleans and out-of-state cities, with the exception of the cities listed in Tiers III & IV	10	16	30	56

III	Atlanta, Austin, Cleveland, Dallas/Fort Worth, Denver, Ft. Lauderdale, Hartford, Houston, Kansas City, MO, Los Angeles, Miami, Minneapolis/St. Paul, Nashville, Oakland, Orlando, Philadelphia, Phoenix, Pittsburgh, Portland, OR, Sacramento, San Antonio, San Diego, Sedona, St. Louis, Wilmington, DE, Puerto Rico, Virgin Islands, all of Alaska and Hawaii, American Samoa, Guam & Saipan	12	17	32	61
IV	Alexandria & Arlington, VA, Baltimore, Boston, Chicago, New York City, San Francisco, Seattle, Washington, DC, and international cities	13	19	36	68

Routine Lodging Reimbursement Schedule

Tier	Lodging Area	Routine
I	In-state cities (except as listed)	83
	Alexandria/Leesville/Natchitoches	86
	Baton Rouge – EBR	94
	Covington/Slidell - St. Tammany	90
	Lafayette	83
II	Lake Charles - Calcasieu	83
	New Orleans - Orleans, St. Bernard, Jefferson and Plaquemines parishes (July – September)	107
	New Orleans - Orleans, St. Bernard, Jefferson and Plaquemines parishes (October – Dec)	154
	New Orleans – Orleans, St. Bernard, Jefferson and Plaquemines parishes (Jan – June)	151
III	Out-of-state (except cities listed in Tiers III & IV)	91
	Atlanta, Austin, Cleveland, Dallas/Fort Worth, Denver, Ft. Lauderdale, Hartford, Houston, Kansas City, MO, Los Angeles, Miami, Minneapolis/St. Paul, Nashville, Oakland, CA, Orlando, Philadelphia, Phoenix, Pittsburgh, Portland, OR, Sacramento, San Antonio, San Diego, Sedona, St. Louis, Wilmington, DE, Puerto Rico, Virgin Islands, all of Alaska and Hawaii, American Samoa, Guam and Saipan	126
	Baltimore, San Francisco, Seattle, Chicago, Boston	175
IV	International cities	200
	Alexandria & Arlington, VA, New York City, Washington DC	225

International Rates: Apply to all destinations EXCEPT travel within the 50 United States, District of Columbia, Puerto Rico, Virgin Islands, American Samoa, Guam and Saipan. Expenses will be reimbursed at \$200 per night exclusive of tax for lodging and Tier IV rates for meals.



**FY 15-16
Travel Guide**

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

Office of Travel

433 Bolivar Street
New Orleans, LA 70112

Phone (504) 568-4554



**Contracted Travel Agency
Short's Travel Management**

Toll Free (888) 846-6810

Fax (319) 433-0847

E-mail: state@shortstravel.com

www.shortstravel.com/la

Please note that there is a \$21.00 charge for after hours emergency service- after 5 pm and on weekends. This service is for emergency travel only and is not to be used for booking advanced travel.

1-888-846-6810