LSUHSC SAHP - FY25 Travel Policies, Procedures, and Tips

This document contains information regarding travel policies and procedures to provide guidance to travelers and assist travelers in avoiding some common pitfalls. More detailed information regarding travel guidelines is provided in *PM-13 University Travel Regulations*, and on the University Travel website.

Reimbursement Checklist and Travel Pocket Guide

I. Prior Approval for Travel Form

Prior to your travel date a *Prior Approval for Travel* form must be approved by the Business Office and it must include the appropriate funding source. Payment for registration fees and/or flights will not be made until the form is submitted with the appropriate signatures. Prior approval amounts are best-guess estimates, and it is better to over-estimate than under-estimate to prevent a prior approval from needing to be re-approved.

II. Airfare

A. The state travel agency is **Christopherson Business Travel** and flights are **required** to be booked through AirPortal at *https://app.cbtat.com/*.
B. Travelers need a travel profile prior to booking a flight.
C. Please set up a Christopherson account here: *https://legacy.cbtravel.com/business/profile/stateofla/*.

It is the traveler's responsibility to choose the most economical, reasonable flight needed for the business travel. If personal days are included, the traveler must inform the Department/Business Office before making the reservation and airfare quote documentation will be required. For conferences, travelers may request airfare a maximum of one day prior and one day after the dates of the conference.

III. Registration

Registration may be paid in advance by the traveler or may be charged directly to the school via a procurement card (p-card). Please contact your department coordinator or the Business Office in advance if you would like registration charged to a school p-card. P card is preferred for registrations.

IV. Lodging:

A. General Info

Hotels are reserved and paid for by the traveler, and travelers must be mindful of:
1) the reimbursable rate based on the GSA lodging rates (which do not include taxes/fees) for routine travel; OR
2) the designated conference hotel and designated conference rate for the conference/meeting. Documentation of the conference hotel and rate must be included with the prior approval and the justification section of the prior for conference lodging must be completed and approved.
3) The rate for **each night** of lodging must not exceed the approved lodging rate.
4) Lodging should not be prepaid in total; payment should be made upon checkout. If the travel is canceled for any reason and the total lodging amount was prepaid, only the first night of lodging may be allowed as a University expense. The other prepaid lodging days will be the responsibility of the traveler.

B. Conference/Non-routine Meeting Travel

If a traveler chooses to not stay at the designated conference hotel, the traveler will be reimbursed at the GSA lodging rate, unless the traveler documents non-availability at the conference hotel. If the conference hotel is not available than the traveler may be reimbursed up to the conference rate. If there are multiple designated conference hotels, then the traveler is encouraged to choose the least expensive option available.

C. Routine Travel/Meeting Without Designated Hotel

Lodging is reimbursed at GSA lodging rates. PLEASE NOTE: lodging quotes for rates above the GSA lodging rates will no longer be accepted. Any lodging above the GSA rate will **only** be reimbursed up to the GSA rate.

V. Car Rentals

Car rental requests must be justified and approved in advance on the *Prior Approval for Travel* form. Enterprise, National, and Hertz are the contracted agencies for in-state and out-of-state travel. **For the corporate rental discount code, please email the Business Office.**

Fuel receipts are required for fuel reimbursement. Only the cost of rental for compact or standard/intermediate models are reimbursable, unless 1) non-availability documentation is submitted or 2) the vehicle will be used to transport more than two individuals or equipment.

VI. Mileage

If a traveler uses a personal vehicle, mileage is reimbursed at **$72.5 per mile** (effective 1/1/2026). To request reimbursement, a *Travel Expense Voucher Mileage Log* listing the complete address for each leg of the trip is required. In addition, mileage verification documentation must be submitted in the form of 1) a website mileage calculator or 2) odometer readings. The traveler should always claim the lesser of the miles from their official domicile or from their residence.

When use of a personal vehicle is chosen for the traveler's convenience for out-of-state travel, the traveler will not be reimbursed for en-route expenses. The mileage reimbursement on the basis of $72.5 per mile may not exceed the cost of the lowest logical airfare quote obtained at least 14 days prior to the trip departure date.

VII. Reimbursement Request

Within two weeks of trip return, a completed *Travel Expense Voucher Form* must be submitted with any relevant receipts and documentation for reimbursement. It is permissible to submit vouchers on a monthly basis if traveling regularly.

VIII: Other Travel Information

A. Lodging Receipts: Must have a $0 balance or read paid in full and must be itemized.

B. Meals: Receipts are not required and are reimbursed per diem based on **GSA meal rates**. **First and last day meal rates are limited to 75% of the daily M&IE rates** for the travel destination. Note: Departure/Arrival time of travel is no longer applicable.

C. International Travel: All international travel must be approved by the Entity head(or Designee) and should be submitted for approval at a minimum of one month in advance of the travel. Prior approval of international travel is in addition to the prior approval requirement for travel to high-risk countries, including foreign adversaries. Travel approvals must also include the traveler's supervisor (or designee) and/or the person with fiscal responsibility, unless the campus or department requires a higher level of approval. Requests for approval must include a detailed estimate of anticipated expenses, including airfare, lodging, meals, local transportation, and other known travel costs. Documentation of all approvals must be maintained by the institution. Please reach out to the Department/Business Office immediately to arrange your travel. Policies and procedures can be found here: https://www.medschool.lsuhsc.edu/faculty_affairs/international_travel.aspx. Travel to foreign countries is subject to US Department of State rates for lodging, and M&IE. https://aoprals.state.gov/web920/per_diem.asp.

D. 1) New Orleans Airport Parking: Receipts are required for any one of the three options - Surface Lot, Airline Economy Garage, or **USPark**. If you make a reservation at

https://www.uspark.net/locations/veterans/reservations/louisiana-state-employees-reservation-form/, the LA state employee reservation coupon will be emailed or texted to you and must be presented upon entry/exit. If a reservation is not made, a state issued photo ID is required at entry/exit.

E. Ground Transportation Tips: Reimbursed up to 20% of the fare. Receipt must show tip amount.

F. Incidental Expenses (IE): Include tips for valets, porters, baggage carriers, hotel staff, etc. Must not exceed $5 per day, or $3.75 for first and last day of travel. Parking receipt required.

G. State Employee Tax Exemption: A *Travel Tax Exempt Form* is available for in-state lodging and rental car. The form can be approved by your department's business office. A separate form is required for each trip.

H. Complimentary Travel Reporting: Travel expenses covered by a third party are subject to the ethics reporting requirements in R.S. 42:1111 Code of Governmental Ethics. Any public servant who accepts **complimentary admission, lodging, or transportation** to and from an educational or professional development seminar or conference shall file the *BOE Complimentary Travel Form* with the Board of Ethics within 60 days after such acceptance. Forms should not be submitted with estimates. If the public servant does not know the amount by the due date, the form should be submitted with a cover letter explaining such. Once the public servant knows the exact amounts, an amended form should be submitted. The Dean must sign as agency head and **the employee must submit the form to the Board of Ethics**. Exception: The form is not required if the travel expenses are being paid by a State or Government Entity (e.g. State of Louisiana, NIH or LSUHSC Foundation).

I. Travel Prior, Annual Leave, Off-Campus Activity Leave, BOE Complimentary Travel Form, International Travel, and PM-11 Requirements Guide:

	REPORT TRAVEL EXPENSES TO ETHICS BOARD	PM-11 REQUIRED IF EMPLOYEE ACCEPTS (ECONOMIC BENEFIT)	PRIOR APPROVAL FORM REQUIRED	SUBMIT REQUEST FOR OFF CAMPUS ACTIVITY	SUBMIT REQUEST FOR ANNUAL LEAVE (If During Work Hours)
HONORARIUM/PAYMENT MADE TO EMPLOYEE BY A THIRD PARTY:	NO	YES*	NO	NO	YES*
TRAVEL EXPENSES COVERED BY A THIRD PARTY, HOWEVER NO HONORARIUM OR PAYMENT FOR SERVICES RECEIVED	YES**	NO	YES	YES	NO
TRAVEL FUNDED BY LSUHSC:	NO	NO	YES	YES	NO
Employee may elect to have activity paid directly to the institution and reimbursed as additional compensation and/or travel payments, in which case neither PM-11 nor would annual leave be required, however employee must follow the "TRAVEL FUNDED BY LSUHSC" procedures.					
Board of Ethics disclosure not required if travel expenses are covered by state or government entity (e.g. State of Louisiana, NIH or LSUHSC Foundation)					

CM-67- Work- Related Off-Campus Activity Policy

Appendix A is a Summary of Policy Rates from July 1 , 2023

Appendix B lists Approval Authority for types of Travel

International Travel Procedures and Policies