

TRAVEL UPDATES FY12

The LSU Systems Office publishes the System-wide Travel Policy – PM-13 – each year. Major changes typically coincide with the State of Louisiana’s travel policy – PPM-49.

Our campus Administrative Directive 1.1.1 is based on these two policies and can be found at http://www.sh.lsuhs.edu/policies/policy_manuals_via_ms_word/Admin/1.1.1.pdf

Changes in PPM 49 for FY12 can be found at <http://doa.louisiana.gov/osp/travel/travelpolicy/2011-12changes.pdf>

The following travel forms are available as fillable pdfs:

[Prior Approval Request for Travel](#)

[Travel Expense Voucher](#)

NEW for FY12!

Request for Variable Allowance Change – There are now two allowances for exceeding established rates for lodging and meals. Both must be approved by the department head in advance of travel.

1. Allowance for the actual cost of non-conference/meeting/training seminar lodging rates can exceed standard rates by no more than 50% (documentation must be submitted to show attempts were made with hotels in the area to receive the best rate).
2. Allowance for actual cost of conference/meeting/training seminar lodging for single occupancy standard room (applies only to a designated conference/meeting/training seminar hotel, documentation required).

Personal Vehicle Mileage reimbursement amount is \$.51 effective July 1, 2011.

GENERAL INFORMATION

SLEEP INN-MEDICAL CENTER – SAMFORD AVE

The Sleep Inn on Samford Ave is included in the state rate hotel list at \$70.00/night. This facility will not offer a reduced patient or visitor rate.

TRAVEL AGENCY

The state’s contracted travel agent is Short’s Travel. It is required that all state travelers utilize Short’s for all airfare bookings.

SHORT’S TRAVEL MANAGEMENT

Phone: (888) 8466810

Fax: (319) 4330847

E-mail: state@shortstravel.com

Website: www.shortstravel.com/la

The agent transaction fee is \$24.00; however, use of the online booking tool reduces the transaction fee to \$5.00.

TRAVEL UPDATES FY12

CBA

For infrequent state business travelers or employees who do not qualify for a Corporate Travel Card, a Centrally Billed Account (CBA) is available. The CBA is a university account on which airfare may be charged. Use of the CBA must be requested in advance and a Prior Approval must be submitted to the Travel/Direct Pay department prior to booking.

AIRFARE

The simplest way to book state business airfare is to utilize Short's Online Booking Tool. Enter the Short's Online Portal at www.shortstravel.com/la to login. Click on "STO online booking is here!" for instructions on using the site. Please contact Lorna Rawls in Auxiliary Services should you need additional info or want to arrange for individual or group training. The online booking tool should be used for all simple, domestic travel as it provides a significant cost savings to your department and the state.

For an extended stay where it is more economical to stay at the destination than to return home and then fly back, documentation from the contracted travel agency must be provided to support the savings.

The most cost effective method of transportation must be selected. For distant destinations where the traveler chooses to drive, a quote must be obtained from the travel agency indicating that the total cost of mileage may not exceed lowest logical airfare quote.

INTERNATIONAL TRAVEL

Dr. Chesson's July 30, 2010 memorandum to department heads and business managers indicates that all requests for international travel must be justified and funded by nonappropriated funds. Also, that all travel should be carefully evaluated for contribution to our mission before being submitted. The State Department recommends registering your international travel at the following link for security purposes: <https://travelregistration.state.gov/ibrs/ui/>

RENTAL CARS

Our instate rental car contract continues to be with Enterprise Rent a Car. When contacting Enterprise directly, the employee must provide a credit card number to obtain a rental vehicle. We do NOT have a central billing account for individual travelers. The state has expanded the allowable rental vehicle size to intermediate. Note that receipts are required for fuel reimbursements.

ENTERPRISE RENT-A-CAR
1 800 Rent A Car (24 hours/day)
http://www.enterprise.com/car_rental/home.do
Corporate Number L51CM22 - PIN STA

TRAVEL UPDATES FY12

PERSONAL MILEAGE REIMBURSEMENT

Reimbursements for personal vehicle usage for instate travel continues to be capped at 99miles; however, Chancellor's Memoranda CM29 provides for several exemptions to this policy.

<http://www.medcom.lsuhsctshreveport.edu/cfdocs/policies/Chancellors/CM29.pdf>

The per mile reimbursement amount is \$.51 effective July 1, 2011.

LODGING AND MEALS

Some tier allowances have changed. See the State Travel Pocket Guide for easy access to allowance amounts. <http://doa.louisiana.gov/osp/travel/travelpolicy/pocketguide.pdf>

RECEIPTS

Original receipts are required for fuel, checked baggage, rental cars, taxis, lodging, overage allowances, registration fees, telephone and internet charges and parking. Credit card statements are not acceptable documentation for these charges.

Online Booking Tips and Policies

- PROFILE NAME MUST EXACTLY EQUAL OFFICIAL ID – DRIVERS LICENSE OR PASSPORT – NAME. NO EXCEPTIONS. THIS IS A TSA REQUIREMENT.
- A Fare Tracker option is available. If a ticket price drops \$150+, Short's will automatically reissue the ticket and issue a credit to the cardholder.
- A free version of the Worldmate mobile application is available in the traveler's profile. It must be downloaded from the profile to be free. Worldmate will populate your mobile device with trip information and reminders.
- Regular travel agency hours are 8:00am to 5:00pm weekdays. Calls to an agent outside this time frame will incur a \$15.00 service fee. As most information can be found online, agent calls should occur during normal business hours only unless a true emergency.
- The CBA will be preloaded as an available payment option in the online booking tool. If chosen, an email will be forwarded to our Travel/Direct Pay office. If a CBA approved Prior Approval is on file, they will authorize Short's to book the airfare. If not, they will deny the request and an email will be forwarded to the traveler to restart the reservation process with a different payment method.
- Lowest logical tickets can be purchased with any method of credit card payment. Only state rate airfares must be purchased with the State Corporate Travel Card or CBA.
- Reservations can only be held for 24-hours without payment. After 24-hours, the reservation will be cancelled with the traveler being advised of the cancellation by email.
- Travelers looking for airfares for comparison or exemption purposes will need to print the entire range of available airfare options for a two-hour period before and after their desired

TRAVEL UPDATES FY12

departure/arrivals times, not just a single fare quote.

- Baggage fees will not be listed on the traveler's printed itinerary but will be available on the website when obtaining quotes. This will allow the traveler to consider all costs when booking airfare.
- A Guest Traveler option is available for non-employee state business airfare bookings.
- Leisure travel cannot be booked using the online booking tool. Only travel paid for with state funds can be booked online. However, Short's is working on a companion traveler option.