1.1.1 UNIVERSITY TRAVEL REGULATIONS

A. GENERAL

1. Pertinent University Regulations
The LSU System updates on an annual basis its Policy Memorandum No. 13 (PM 13) that fully addresses University-wide travel regulations. This LSUHSC-S Administrative Directive implements the University promulgated regulations (PM-13) by specifying internal procedures that must be followed to obtain approval and reimbursement for job related travel. Travel expense limits and prior approval requirements are specified in PM-13 and will not be repeated in this policy.

2. Compliance Requirements
All travel at University expense is subject to the provisions of the State General Travel Regulations. University expense is interpreted to include all funds, including gifts and grants that are administered by the University. Reimbursement for the cost of any travel can be obtained only when it is shown that the expenses were incurred in full compliance with State General Travel Regulations as specified in this policy and PM-13.

3. Authorization
Travel at University expense by any member of the faculty or staff will be authorized only when the purpose of the travel will benefit the University and the particular department concerned.

4. Travel Card
The Louisiana State Liability Travel Card (SLTC) is available for frequent travelers to assist employees in paying for travel expenses incurred during official state business. See Chancellor’s Memoranda 34 (CM-34).

B. PRIOR APPROVAL REQUIREMENTS

1. Pre-Authorization of Travel
(a) All travel undertaken at University expense must be approved in advance and in writing by the head of the budgetary unit (i.e., department head). Department head travel must be approved by the chancellor/dean or designated administrative office. Designated administrative offices for this campus include the Vice Chancellor and University Hospital Administrator.
(b) To standardize and simplify the prior approval process, a “Prior Approval Request for Travel” form has been developed. Forms may be obtained online from the Travel webpage: http://myhsc.lsuhscshreveport.edu/Travel/TravelForms.aspx. A completed, signed and dated, form must be submitted prior to travel. Reimbursements cannot be processed by the Travel Department without this completed form.
(c) Travel Advances: In the event employees pay for these costs with personal funds when the travel dates exceed 30 days from the paid date, a travel advance may be provided for the following:
a) Advance ticket purchases (over 30 days).
b) Registration for seminars, conferences, and conventions.
c) First night hotel lodging when required to be paid in advance by the hotel property.
(d) The State has contracted for travel-related services which must be used unless exemptions have been granted prior to travel by the individual on your campus who has been delegated this authority for your campus. Requests for an exemption must document that the traveler saved 10% and experienced a cost savings amounting to at least $30, not including the travel agency service fee. Reservations for in-state hotel/motel accommodations are not required to be made through the contracted travel agency. The contracted travel agency has an on-line booking system which can and should be used by all travelers for booking airfare, hotel, and car reservations. Use of the on-line booking system can drastically reduce the cost paid per transaction and University travelers are strongly encouraged to utilize this service.
2. Airline Travel
   a) Common carrier shall be used for out-of-state travel unless it is documented that utilization of another method of travel is more cost efficient or practical in accordance with these regulations.
   b) All travelers are to purchase commercial airline tickets through the state-contracted travel agency. This requirement is mandatory unless approval is granted from the individual on the campus who has been delegated this authority.

3. Rental of Automobiles (receipts required)
   a) Justification for approval must indicate that the automobile rental represents the sole or most economical means by which the purpose of the travel may be accomplished.
   b) Only the cost of rental for intermediate models is reimbursable, unless (1) non-availability is documented; (2) the vehicle will be used to transport more than two persons; or (3) the cost of a larger vehicle is no more than the rental rate for an intermediate model.
   c) The "Prior Approval Request for Travel" form should be used to document the request and justification for an automobile rental.
   d) In-state Vehicle Rental - There is a state contract with Enterprise for in-state vehicle rentals for which use is mandatory unless it is determined that the vendor does not have the appropriate size fleet in stock for the date of use.
      Out-of-state Vehicle Rental - The State has contracted rental vehicles for domestic, out-of-state travel, excluding Louisiana and international travel, utilizing the State of Louisiana’s out-of-state contracts. The State of Louisiana’s out-of-state participating vendors include Enterprise Rent-A-Car, National Car Rental and Hertz Car Rental Corporation. It is the traveler’s discretion which rental company is utilized. All University employees and /or authorized travelers are encouraged to use these contracts due to exceptional pricing which includes CDW (Collision Damage Waiver) and one million dollar ($1 million) liability insurance.
   e) Insurance for Vehicle Rentals within the 50 United States - Insurance billed by vehicle rental companies (i.e., CDW or LDW) is not reimbursable for domestic travel. Insurance coverage for rental vehicles is provided by the Office of Risk Management. If a collision occurs while on official State business, the accident should be reported to the Office of Risk Management as soon as possible. The department will be responsible for the cost of the repairs up to a deductible of $1,000
   f) The contract rate requires that the vehicle be returned with a full tank of gas.
   g) Gasoline (receipts required) - Reimbursements require an original receipt for regular unleaded gasoline, or diesel when applicable. Mid-grade, super, plus or premium gasoline is typically not necessary. Reasonable gasoline cost is reimbursable when receipts are submitted; mileage is not reimbursable on vehicle rentals.

4. Meals and Lodging
   a) See PM13: Reimbursement of Meals and Lodging.
      http://www.lsuhsc.edu/no/administration/pm/pm-13.aspx
   b) Travelers are to use the Department of Revenue tax exempt form for all in-state hotel stays. If the certificate is refused by the hotel, documentation should be submitted with the Travel Expense Voucher.

5. Approval to Exceed the Meals and Lodging Allowance
   a) See PM13: Reimbursement of Meals and Lodging: Routine Lodging Overage Allowance.
   b) Each approval request must be fully documented as to necessity (e.g. proximity to meeting place) and cost effectiveness of alternative options.
   c) Prior approval must be requested on the “Prior Approval Request for Travel” form.
   d) Written approval of the department head is required.

6. International Travel
   a) All international travel requires the advance approval of the Chancellor of LSUHSC-Shreveport in addition to the routine institutional approvals.
   b) Per Diem rates for the United States Agency for International Development may be authorized upon request. For information on such per diem rates, contact the Travel Section of the Accounting Services Department. For these rates to apply, prior approval must be requested on the “Prior Approval Request for Travel” form by checking the appropriate box provided for this purpose.

C. Special Purpose Travel
   Travel reimbursements for lecturers, visitors, and candidates for faculty or senior management positions are
permitted under PM-13. All travel restrictions and regulations applicable to employees must be followed.

D. Travel Vouchers

1. Timely Processing. All travel expense vouchers forms along with appropriate receipts attached should be filed with the Travel Department in Accounting Services within ten (10) working days after return from the trip.

2. Meetings or Conferences
   (a) Submit a copy of meeting brochure, or acceptable substitute.
   (b) Payment of registration fee, if any, must be supported by proof of payment (cancelled check, receipt from society, etc.).
   (c) Meals or lodging provided in conference or registration fee may not be claimed under per diem allowance.

3. Mileage Reimbursement
   (a) Mileage shall be computed based on odometer readings from point of origin to point of return. A supporting copy of a website mileage calculator such as Mapquest, or Tripmaker is to be attached to the travel expense reimbursement request.
   (b) In no case will the traveler be reimbursed more than the cost of coach or economy class jet air travel.

4. Other Documentation
   (a) The approved airline itinerary from the State Travel Agency must accompany the Travel Expense Voucher.
   (b) All miscellaneous items must be explained.
   (c) Departure and arrival times and dates must be specified.
   (d) Baggage handling tips not to exceed $1.00 per bag for a maximum of three (3) bags and limited to handling two (2) times for arrival and two (2) times for departure.
   (e) Traveler’s signature is necessary.
   (f) Reimbursement for additional airline imposed luggage charges is allowed for the first checked bag for a business trip of 5 days or less and for a second bag for a 6-10 day business trip. Reimbursement is also allowed for additional baggage which is business related and required by the department. Luggage charges from airlines should be approved by a department head or his/her designee. The traveler must present a receipt to substantiate the luggage charges.
   (g) The Department of Revenue tax exempt form is to be used by travelers on official state business. This form covers automobile rental, hotel and parking.

5. Incorrect and Incomplete Travel Expense Vouchers
   (a) Travel expense vouchers that are incorrect, and/or incomplete will be returned to the approver for completion. This may result in delay or non-reimbursement of specific items.

POLICY REFERENCES:
1. State of Louisiana Policy and Procedures Memorandum No. 49, General Travel Regulations
2. Louisiana State University Travel Regulations -Policy Memorandum No. 13;
   http://www.lsuhs.sc.edu/administration/pm/pm-13.pdf
3. Shreveport Travel Website:
   http://myhsc.lsuhs.sc.edu/Travel/Travelhome.aspx
4. Chancellor’s Memoranda 34
   http://www.medcom.lsuhs.sc.edu/cfdocs/policies/Chancellors/CM-34.pdf