



LOUISIANA STATE UNIVERSITY

## FY 17-18 LSU Pocket Travel Guide

*The LSU Pocket Travel Guide is intended to be a "quick reference" for reimbursement rates to aid travelers while in travel status. Refer to PM-13, University Travel Regulations, for the complete set of travel rules and regulations.*

**Office of Accounting Services  
Accounts Payable & Travel**  
217 Thomas Boyd Hall  
Baton Rouge, LA 70803-2901  
Phone (225) 578-1550  
Fax (225) 578-2052

**State-contracted Travel Agency  
Short's Travel Management**  
Toll Free (888) 846-6810  
Fax (319) 433-0847  
E-mail: [state@shortstravel.com](mailto:state@shortstravel.com)  
Website: [www.shortstravel.com/lsu](http://www.shortstravel.com/lsu)  
24-hr Emergency Service (888) 846-6810  
(after 5pm and on weekends)

**Per Diem Meals & Lodging:** No receipts required for Per Diem Meals. Receipts are required for lodging approved at U.S. Department of State rates. Any meals included in the registration fee for a conference/convention must be excluded from the daily meal allowance. See the Reimbursement Schedules on the back of this guide for meals & lodging reimbursement rates.

**Eligibility for Reimbursement of Meals & Lodging:**

- A. Single Day Travel – Meals are not eligible for reimbursement on single day travel. However, the department head/designee 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 will be \$42.
  1. Breakfast & Lunch: \$22 – Travel must begin at/or before 6 a.m.
  2. Lunch: \$13
  3. Lunch & Dinner: \$42 – Travel must end at/or after 8 p.m.
- B. Travel with Overnight Stay
  1. Breakfast: When travel begins at/or before 6 a.m. on the 1<sup>st</sup> day of travel and extends to/or beyond 9 a.m. on the last day of travel, and for any intervening days.
  2. Lunch: When travel begins at/or before 10 a.m. on the 1<sup>st</sup> day of travel and extends to/or beyond 2 p.m. on the last day of travel, and for any intervening days.
  3. Dinner: When travel begins at/or before 4 p.m. on the 1<sup>st</sup> day of travel and extends to/or beyond 8 p.m. on the last day of travel, and for any intervening days.
- C. Alcohol – Reimbursement for alcohol is prohibited.

**Conference Lodging:** Travelers may be reimbursed for conference lodging at actual rates with Department Head approval. Travelers must provide documentation designating the official conference hotel and the nightly rate.

**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/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 each hotel check-in/check-out and airport outbound/inbound departure trip;
4. Meal Per Diem within State-allowed rates.

**Luggage charges** from airlines may be reimbursed, with a receipt, for the 1<sup>st</sup> checked bag for a business trip of 5 days or less and for a 2<sup>nd</sup> bag for a 6-10 day business trip and/or additional baggage which is business related and required by the department. 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.

**Mileage rate** is currently \$0.53 per mile. Refer to PM-13 for mileage reimbursement information.

### MEALS REIMBURSEMENT SCHEDULE

TIER	MEALS AREA	Breakfast	Lunch	Dinner	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	19	30	59
III	Atlanta, Austin, Cleveland, Dallas/Fort Worth, Denver, Ft. Lauderdale, Hartford, Houston, Kansas City, MO, Las Vegas, 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, U.S. Virgin Islands, all of Alaska and Hawaii, American Samoa, Guam and 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)	91
	Alexandria, Leesville, Natchitoches	97
	Baton Rouge – EBR	97
	Covington/Slidell - St. Tammany	91
	Lafayette	91
	Lake Charles – Calcasieu	91
II	New Orleans - Orleans, St. Bernard, Jefferson and Plaquemines parishes (May – Sept)	128
	New Orleans - Orleans, St. Bernard, Jefferson and Plaquemines parishes (Oct – April)	156
	Out-of-state (except cities listed in Tiers III & IV)	91
III	Atlanta, Austin, Cleveland, Dallas/Fort Worth, Denver, Ft. Lauderdale, Hartford, Houston, Kansas City, MO, Las Vegas, 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, U.S. Virgin Islands, all of Alaska and Hawaii, American Samoa, Guam and Saipan	134
IV	Baltimore, San Francisco, Seattle, Chicago, Boston	212
	International Cities	200
	Alexandria & Arlington, VA, New York City, Washington DC	225