



## FY 11-12 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

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### State-contracted Travel Agency Short's Travel Management

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24-hr Emergency Service (888) 846-6810  
(after 5pm and on weekends)

**Meals & Lodging:** No receipts required for meals within State of LA allowances. Receipts required for meals or lodging claimed above normal rates or at approved 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 \$33.
  1. Breakfast & Lunch: \$20 – Travel must begin at/or before 6 a.m.
  2. Lunch: \$12
  3. Lunch & Dinner: \$33 – 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 on the AS292. 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 fares \$15 or less daily;
2. Non-local parking, fares and tolls \$5 or less per transaction. B.R. airport parking reimbursement is limited to \$3.50/day (or up to \$5/day with a receipt) and N.O. airport parking reimbursement is limited to \$6/day or \$36/week (or up to \$8/day with receipt);
3. Tips for baggage handling not to exceed \$3 upon each hotel check-in/check-out and airport outbound/inbound departure trip;
4. Routine meals within State-allowed rates (U.S. Department of State rates require receipts).

**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 \$0.51 per mile. Refer to PM-13 for mileage reimbursement information.

**MEALS REIMBURSEMENT SCHEDULE**

<b>TIER</b>	<b>MEALS AREA</b>	<b>Breakfast</b>	<b>Lunch</b>	<b>Dinner</b>	<b>TOTAL</b>
I	In-state cities, with the exception of New Orleans	8	12	21	41
II	New Orleans and out-of-state cities, with the exception of the cities listed in Tiers III & IV	10	14	28	52
III	Atlanta, Austin, Cleveland, Dallas/Fort Worth, Denver, Detroit, Ft. Lauderdale, Galveston, Hartford, Houston, Kansas City, MO, Las Vegas, Los Angeles, Miami, Minneapolis/St. Paul, Nashville, Oakland, Orlando, Philadelphia, Phoenix, Pittsburgh, Portland, ME, Portland, OR, Sacramento, San Antonio, San Diego, St. Louis, Tampa, Wilmington, DE, Puerto Rico, U.S. Virgin Islands, all of Alaska and Hawaii, American Samoa and Guam	12	17	28	57
IV	Alexandria & Arlington, VA, Baltimore, Boston, Chicago, New York City, San Francisco, Seattle, Washington, DC, and international cities	13	19	33	65

**ROUTINE LODGING REIMBURSEMENT SCHEDULE**

<b>TIER</b>	<b>LODGING AREA</b>	<b>Routine</b>
I	In-state cities (except as listed)	77
	Baton Rouge – EBR	96
	Covington/Slidell - St. Tammany	88
	Lafayette	87
	Lake Charles – Calcasieu	79
II	New Orleans - Orleans, St. Bernard, Jefferson and Plaquemines parishes (July – Sept)	98
	New Orleans - Orleans, St. Bernard, Jefferson and Plaquemines parishes (Oct – June)	131
	Out-of-state (except cities listed in Tiers III & IV)	85
III	Atlanta, Austin, Cleveland, Dallas/Fort Worth, Denver, Detroit, 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, St. Louis, Tampa, Wilmington, DE, Puerto Rico, Virgin Islands, all of Alaska and Hawaii, American Samoa and Guam	135
IV	Baltimore, San Francisco, Seattle	175
	Chicago, Boston and International Cities	200
	Alexandria & Arlington, VA, New York City, Washington DC	225