



LSU

FY 08-09 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. See *PM-13, University Travel Regulations*, for the complete set of travel rules and regulations.

State-contracted Travel Agency

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

24-hr Emergency Service (800) 215-7653
(after 5pm and on weekends only)

Carlson Wagonlit Travel
d/b/a La Travel Services

Direct (225) 930-6700
Toll Free (888) 930-6700

Fax (225) 930-6666

24-hr Emergency Service (800) 215-7653
(after 5pm and on weekends only)

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 card 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 single day travel will be \$26.
1. Breakfast & Lunch: \$19 – Travel must begin at or before 6:00 am.
2. Lunch: \$11

B. Travel with Overnight Stay
3. Lunch & Dinner: \$26 – Travel must end at or after 8:00 pm.
1. Breakfast: When travel begins at/or before 6:00 am on the 1st day of travel and extends beyond 9:00 am on the last day of travel, and for any intervening days.
2. Lunch: When travel begins at/or before 10:00 am on the 1st day of travel and extends beyond 2:00 pm on the last day of travel, and for any intervening days.
3. Dinner: When travel begins at/or before 4:00 pm on the 1st day of travel and extends beyond 8:00 pm 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. Travelers must provide documentation designating the official conference hotel.

Receipt Requirements: Original itemized receipts are required for all travel expenses except for the following:

1. Public ground transportation \$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 \$6/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. Communications expenses of \$3 or less;
4. Tips for baggage handling not to exceed \$1 per bag for a maximum of 3 bags;
5. 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 1st checked bag for a business trip of 5 days or less and for a 2nd bag for a 6-10 day business trip and/or additional baggage which is business related and required by the department.

Mileage will be reimbursed at \$0.52 per mile.

MEALS REIMBURSEMENT SCHEDULE

TIER	MEALS AREA	Breakfast	Lunch	Dinner	TOTAL
I	In-state cities, with the exception of New Orleans	8	11	15	34
II	New Orleans and out-of-state cities, with the exception of the cities listed in Tiers III & IV	9	13	19	41
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, CA, 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	16	24	52
IV	Alexandria & Arlington, VA, Baltimore, Boston, Chicago, New York City, San Francisco, Seattle, Washington, DC, and International cities	13	18	29	60

ROUTINE LODGING REIMBURSEMENT SCHEDULE

TIER	LODGING AREA	Routine
	In-state cities (except as listed)	70
	Baton Rouge – EBR	99
	Covington/Sidell - St. Tammany	96
I	Lafayette	79
	Lake Charles – Calcasieu	76
II	Shreveport - Caddo/Bossier	70
	New Orleans - Orleans, St. Bernard, Jefferson and Plaquemines parishes (July – Sept)	99
	New Orleans - Orleans, St. Bernard, Jefferson and Plaquemines parishes (Oct – June)	131
III	Out-of-state (except cities listed in Tiers III & IV)	85
	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, CA, 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	135
IV	Baltimore, San Francisco, Seattle	175
	Chicago and International cities	200
	Alexandria & Arlington, VA, Boston, New York City, Washington DC	225