



LOUISIANA STATE UNIVERSITY

FY 15-16 LSU Pocket Travel Guide

The LSU Pocket Travel Guide is intended to be a "quick reference" for reimbursement rates to all travelers while in travel status. Refer to FM-15, University Travel Regulations, for the complete set of travel rules and regulations.

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(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: \$20 – Travel must begin prior before 8 a.m.
 2. Lunch: \$10
 3. Lunch & Dinner: \$42 – Travel must end after 6 p.m.
- B. **Travel with Overnight Stay**
 1. Breakfast: When travel begins prior before 8 a.m. on the 1st 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 prior before 10 a.m. on the 1st 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 prior before 4 p.m. on the 1st 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. Busse, subway and street car/rolley fares \$15 or less daily;
2. Non-local parking, taxes and tolls \$5 or less per transaction. I.R. airport parking is limited to \$2.50/day (or up to \$5/day with a receipt) and H.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 outboard/inbound departure trip;
4. Meal Per Diem within State-allowed rates.

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. Baggage 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 registration records or property.

Mileage rate is currently \$2.51 per mile. Refer to FM-15 for mileage reimbursement information.

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