




CAMPUS CORRESPONDENCE

Date: June 24, 2025
To: LSU Leadership
From: Tommy Smith 
Interim Chief Financial Officer
Subject: PM-13 Policy Update - Effective July 1, 2025

University Travel Regulations, PM-13, have been updated to reflect the changes to the travel policy effective **July 1, 2025**. These changes enhance clarity and efficiency in travel-related processes across all LSU institutions. PM-13 includes appendices to better serve travelers, departments, and all LSU institutions.

- Appendix A: Summary of travel rates
- Appendix B: Summary of institutional approval authorities for certain travel expenses

Below is a summary of the key policy changes:

1. Conference Meals

- Employees with dietary restrictions may be eligible for reimbursement of M&IE (Meals & Incidental Expenses) if a provided meal at a conference, meeting, or other official function poses a health risk.
- A written justification must accompany the reimbursement request.

2. Special Meals

- **Research Participant Studies:** In-person studies where the successful execution of research activities is essential and directly supports the faculty's research objectives are now included as eligible for special meal reimbursement.
- **Guest Meals clarification:** To foster faculty and student engagement with university guests, the provision of up to **two meals per visit** may be permitted.
 - a. There are **no restrictions on attendee type** (e.g., faculty, staff, or students).
 - b. Any additional meals beyond this allowance must be funded through private funds.

3. Special Meal Report

- Institutions must submit a quarterly Special Meal Report to the entity's management board, due 45 days after the end of each quarter.
- The report will be generated by the central administrative office responsible for auditing special meals.
- The revised format includes:
 - a. Year and quarter
 - b. Campus and department name
 - c. Name, phone number, and email of report preparer
 - d. Date and title of the event
 - e. Payee or supplier name
 - f. Total number of attendees
 - g. Total cost of the event
 - h. Justification for the special meal

4. Transportation – Use of Privately-Owned Vehicles

- Employees using personal vehicles for university business should ensure they are compliant with the mandatory financial responsibility laws for auto insurance liability in the State of Louisiana or the State in which the vehicle is registered.
 - a. The **employee's personal insurance** is the **primary coverage** in the event of an accident.

- b. The **University may provide excess liability coverage**, at its discretion, depending on the circumstances.

5. Parking at New Orleans Airport

- a. U.S. Park - **\$16** per day.
- b. Receipts are required for reimbursement.

Also, other key travel reminders:

1. Christopherson Business Travel (CBT) remains the State of Louisiana contract travel agency and use is mandatory for university business travel. Travelers are encouraged to use CBT's Concur Online Booking System which is available through myLSU under Travel Resources. The online booking fee is \$7, in contrast to the agent-assisted service fee at \$24. For more information on CBT, please refer to the Travel Agency section on the Accounts Payable & Travel website.
2. Spend authorizations must be fully completed and approved prior to making any travel arrangements. If any travel expenses are paid prior to travel authorization approvals, the employee may be at risk of not being reimbursed.
3. International travel to a region with a U.S. Department of State travel advisory or to a foreign adversary country is subject to a mandatory prior approval by the Office of Academic Affairs. Refer to FASOP AS-18 for more details.
4. Travel to the 48 continental US and District of Columbia is subject to GSA rates for mileage, lodging, and meal per diem and incidentals (M&IE).
5. Travel to foreign countries is subject to U.S. Department of State rates for lodging, and M&IE.
6. Travel to Alaska, Hawaii and US territories are subject to the M&IE rates as published in PM-13. Refer to Appendix A for the rates.
7. Hotel lodging, including Airbnb, should have only the first night lodging paid to secure the reservation. Lodging should not be prepaid in total; payment should be made upon checkout. If the travel is canceled for any reason and the total lodging amount was prepaid, only the first night of lodging may be allowed as a university expense. The other prepaid lodging days will be the responsibility of the traveler.
8. Enterprise, National and Hertz remain the in-state and out-of-state travel state contract vendors for rental vehicles in which use is mandatory for employees. Use of the contracted vendors is encouraged for non-employee University students, guests, and contractors. It is at the traveler's discretion which rental company is utilized.
9. Personal destinations should not be included in business travel airfare. Refer to PM-13 for reimbursement limitations.
10. Travelers/departments should always monitor unused tickets every 30 days and take them into consideration when making travel arrangements.
11. It is the responsibility of the university and the employee to comply with all ethics laws and requirements. Refer to the Louisiana Board of Ethics website for more information.

The revised policy incorporating the summarized changes will be available on the University Administration and Accounts Payable & Travel websites. Questions or concerns regarding any of the changes should be directed to the institutional central administrative office.

cc: Matt Lee, Interim LSU President
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