LSU
Office of the
President

Date: July 2, 2026

To: LSU Leadership

From: Brandi B. Roberts, PhD, CPA
LSU System Chief Financial Officer

Brandi B. Roberts

RE: PM-13 Policy Update - Effective July 1, 2026

University Travel Regulations, PM-13, have been updated to reflect changes to the travel policy effective July 1, 2026. These revisions are intended to enhance clarity and improve the efficiency of travel-related processes across all LSU institutions.

To provide a quick reference and promote the consistent application of university travel regulations across all LSU institutions, PM-13 includes the following appendices:

- 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. International Travel

- International travel, as defined in PM-13, must be approved by the Entity Head (or designee).
- Prior approval of international travel is in addition to the prior approval requirement for travel to high-risk countries, including foreign adversaries.
- Travel approvals must also include the traveler's supervisor (or designee) and/or the person with fiscal responsibility, unless the campus or department requires a higher level of approval.
- Requests for approval must include a detailed estimate of anticipated expenses, including airfare, lodging, meals, local transportation, and other known travel costs.
- Documentation of all approvals must be maintained by the institution.

2. Pre-Travel Authorization

- All official University travel, regardless of funding source, must have an approved authorization to travel before travel begins.
- Institutions must establish procedures to address instances where travel expenses are incurred before obtaining a fully approved travel authorization, including the potential denial of reimbursement.

3. Contracted Travel Services

Use of the contracted travel agency remains mandatory for airfare reservations unless an exemption is approved prior to travel. To qualify for an exemption, the alternate airfare must provide at least **10%** savings and a minimum cost savings of **$200**, excluding the travel agency service fee.

4. In-State Vehicle Rentals

Box trucks are now available under the Enterprise/National and Hertz contracts as a value-added service with insurance included. Use of this service is optional and not mandatory.

5. Uber or Lyft Services

Uber Priority, in addition to Uber Black, Uber Black XL, and Uber Premier are not reimbursable.

6. Registration Fees for Conferences and Conventions

Membership fees included as part of the conference registration are allowable expenses when directly associated with the conference registration. Any meals included in the conference registration fee are not eligible for reimbursement.

7. Special Meals

Special meals are allowable for workshops, faculty or staff retreats, training sessions, and similar events. A detailed meeting agenda is required. The reference to an "all-day" event has been removed.

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 Concur Online Booking System when making travel arrangements. For more information on CBT, please refer to the Accounts Payable & Travel website.
2. International travel to a region with a U.S. Department of State Travel Advisory Level 3 or 4, or to a foreign adversary country, requires prior approval by the designated individual within the institution's central administrative office, as identified in PM-13, Appendix B.
3. Travel to the 48 continental US and District of Colombia is subject to GSA rates for mileage, lodging, and meal per diem and incidentals (M&IE).
4. Travel to foreign countries is subject to U.S. Department of State rates for lodging, and M&IE.
5. 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.
6. 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.
7. Driver Authorization is required for official University business when traveling by motor vehicle, including rental or personal vehicles if driving is part of the employee's written job description, is assigned by a department as a routine duty, or when otherwise required by institutional procedures. The Driver Authorization process is managed by each institution. Records of the Driver Authorization must be retained in a central location during the period of active authorization.
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 by 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 made available on the University Administration and Accounts Payable & Travel websites. Questions or concerns regarding any of the changes should be directed to the institution's Travel office.