

Travel Policy Changes effective October 1, 2022

PM-13, University Travel Regulations, has been updated to reflect the changes to the travel policy effective October 1, 2022. In an effort to better serve the travelers, departments and all LSU institutions, the following are a summary of the PM-13 Appendices:

- 1) Appendix A1 is a Summary of Policy Rates from July 1, 2022 - September 30, 2022
- 2) Appendix A2 is a Summary of Policy Rates from October 1, 2022 - June 30, 2023
- 3) Appendix B is a Summary of Approval Authority specific to each institution for certain travel expenses

The following is a summary of the October 1 changes:

A. The mileage rate will be based on the U.S. General Services Administration (GSA) mileage rate which is currently 62.5 cents per mile. The GSA mileage rate can be found at <https://www.gsa.gov/travel/plan-book/transportation-airfare-pov-etc/privately-owned-vehicle-pov-mileage-reimbursement-rates>. A mileage odometer log or website mileage calculator is required documentation.

B. Reimbursement for Lodging and Meals and Incidental Expenses (M&IE) will be as follows:

1. Domestic Travel (Travel to one of the 48 continental United States, including District of Columbia)

- o Lodging and M&IE Rates:
<https://www.gsa.gov/travel/plan-book/per-diem-rates>
 - a. Meals and incidental expenses (M&IE) rates will be based on the GSA meal rates.
 - i. Meals and incidental expenses (M&IE) are inclusive of taxes and tips, receipts not required.
 - ii. Incidental expenses (IE) include tips for valets, porters, baggage carriers, hotel staff, and complimentary shuttle services.
 - iii. First and last day meal rates are limited to 75% of the daily M&IE rates for the travel destination. Note: Departure/Arrival time of travel is no longer applicable, except student group trips.
 - iv. If a third-party meal (i.e., conference meal) is provided, the respective meal rate for the meal must be subtracted from the daily M&IE rate.
 - v. Student group trips, including athletics, are eligible for the full M&IE rate when travel begins at/or before 8 a.m. on the first day of travel or extends to/or beyond 8 p.m. on the last day of travel.
 - b. Lodging rates will be based on the GSA lodging rates and does not include taxes/fees. An itemized paid hotel folio is required. A hotel reservation confirmation is not a receipt.
 - i. The routine lodging rate for Lod Cook has increased to \$116 inclusive of a full breakfast which is considered a third-party meal and therefore, the breakfast rate should be subtracted from the daily M&IE rate.
 - ii. There is no change for conference lodging. The conference documentation that includes the hotel/lodging rate and conference agenda/schedule must be provided.

2. Travel to Alaska, Hawaii, and U.S. Territories (Puerto Rico, U.S. Virgin Islands, American Samoa, Guam and Saipan)

- a. The meals and incidental expenses (M&IE) rates will be \$17 - Breakfast, \$18 – Lunch, \$34 – Dinner, and \$5 - Incidentals.
 - i. Meals and incidental expenses (M&IE) are inclusive of taxes and tips, receipts not required.
 - ii. Incidental expenses (IE) include tips for valets, porters, baggage carriers, hotel staff, and complimentary shuttle services.
 - iii. First and last day meal rates are limited to 75% of the daily M&IE rates for the travel destination. Note: Departure/Arrival time of travel is no longer applicable, except for student group trips.
 - iv. If a third-party meal (i.e., conference meal), the respective meal rate for the meal must be subtracted from the daily M&IE rate.

- v. Student group trips, including athletics, are eligible for the full M&IE rate when travel begins at/or before 8 a.m. on the first day of travel or extends to/or beyond 8 p.m. on the last day of travel.

- b. The lodging rate will be \$175 and does not include taxes/fees. An itemized paid hotel folio is required. A hotel reservation confirmation is not a receipt.
 - i. There is no change for conference lodging. The conference documentation that includes the hotel/lodging rate and conference agenda/schedule must be provided.

3. International Travel

- o Lodging and M&IE Rates:

https://aoprals.state.gov/web920/per_diem.asp

- o Breakdown of Daily Meal Rates:

https://aoprals.state.gov/content.asp?content_id=114&menu_id=75

- a. Meals and incidental expenses (M&IE) rates will be based on the U.S. Department of State meal rates. The U.S. Department of State rates can be found using one of the related links listed above.

- i. Meals and incidental expenses (M&IE) are inclusive of taxes and tips, receipts not required.
- ii. Incidental expenses (IE) include tips for valets, porters, baggage carriers, hotel staff, complimentary shuttle services, and **laundry/cleaning services**.
- iii. First and last day meal rates are limited to 75% of the daily M&IE rates for the travel destination. Note: Departure/Arrival time of travel is no longer applicable, except for student group trips.
- iv. If a third-party meal (i.e., conference meal), the respective meal rate for the meal must be subtracted from the daily M&IE rate.
- v. Student group trips, including athletics, are eligible for the full M&IE rate when travel begins at/or before 8 a.m. on the first day of travel or extends to/or beyond 8 p.m. on the last day of travel.

- b. Lodging rates will be based on the U.S. Department of State lodging rates and are **inclusive** of taxes and fees. An itemized paid hotel folio is required. A hotel reservation confirmation is not a receipt.

- i. There is no change for conference lodging. The conference documentation that includes the hotel/lodging rate and conference agenda/schedule must be provided.

- C. **Reimbursements for single day travel** must not exceed 75% of the meals and incidental expenses (M&IE) rate for the travel destination and Department Head approval is required. The GSA meal rates can be found at <https://www.gsa.gov/travel/plan-book/per-diem-rates>. Travelers must be in travel status for more than 12 hours but less than 24 hours (no overnight stay). Single day travel M&IE are considered taxable income.