

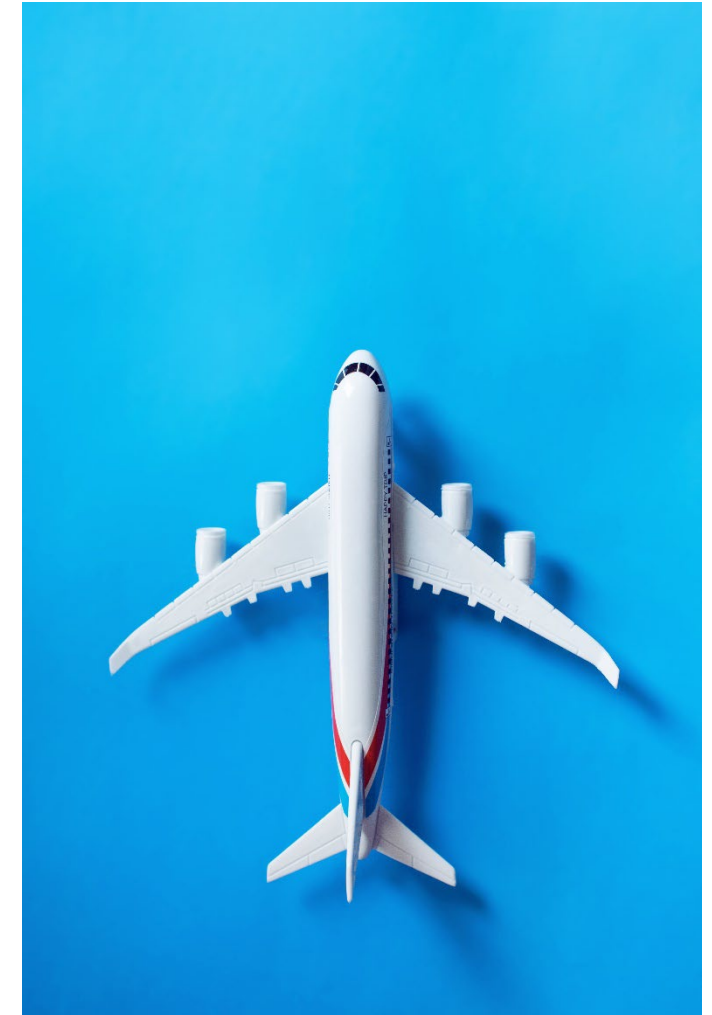


# Business Manager Meeting

***Jennifer Driggers***  
***Accounts Payable & Travel***

# Airfare - Unused Tickets

- **Monitor unused tickets and reuse them when applicable:**
  - *Reuse unused ticket on another traveler if the original traveler will not travel*
  - *Booking tool is not recommended to apply an unused ticket*
  - *A CBT agent should be contacted to apply an unused ticket*
  - *A summary of unused tickets is published monthly on the AP & Travel website*
- **Airlines Rules apply when applying unused tickets**
- **When applying an unused ticket credit, the return date, of the new ticket, must be prior to expiration date of original ticket. The expiration date is usually one year from the date of booking**
- **When an unused ticket is not allowed due to the justification provided the traveler is responsible for reimbursing LSU**



# Travel Changes

- **Effective 9/15/2025 Baton Rouge Airport parking will increase to \$8.00/day. Parking paid prior to 9/15/2025 will be \$4.50/day:**
  - Parking certificate/coupon and LSU employee ID required
  - Students must provide a memo authorizing travel on department letterhead and signed by the Dean/Director/Department Head/Chair since they do not have an LSU employee ID
- **Effective 10/1/2025 The Cook Hotel and Conference Center (Lod Cook) will charge a \$15.00/night Campus Fee (includes parking, Wi-Fi, and access to the Urec). No change to the nightly Lodging rate**
- **M&IE & lodging rates – no changes 10/1/2025:**
  - GSA (48 continental United States)
  - AL, HI and US Territories (Puerto Rico, U.S. Virgin Islands, American Samoa, Guam, and Saipan)

# Travel Reminders

- **Spend Authorizations:**
  - Must include the following detailed information:
    - Start Date Field – first actual date of travel
    - End Date Field – last actual date of travel
    - Description Field – must include the departure destination and business destination in the format of “Departure City, State to Departure City, State or City, Country
    - Justification Field – Must include the purpose of travel which must be clear, detailed and state the benefit to LSU
  - The Spend Authorization must be attached as a PDF if the travel expense is for another traveler or the Spend Authorization does not have a balance (supplemental expense report)
- **Conference Agenda/Conference Lodging rate documentation must be attached to the spend authorization or expense report**
- **Receipts – must be itemized and legible with payment amount**
- **Meals & Incidentals – Receipts are not required for most travel**
- **LaCarte transactions should be imported into the expense report and not added manually**
- **An LSU employee cannot use their LaCarte card to purchase travel expenses for another LSU employee, exception required**

# Travel Reminders

- **Departments are advised to make sure all new employees are familiar with the PM-13, University Travel Regulations**
- **Expense Data Entry Specialist (i.e., EDES) Role:**
  - Can be assigned to a department person to create spend authorizations and/or expense reports on behalf of another worker or non-worker (i.e., ECM)
  - Preferable to Delegation
  - Allows access to employees' transactions
  - Requested by submission of a Security Access Request in myLSU under Financial Services
- **AP & Travel Fall trainings are virtual and registration is available through myLSU under Employee Resources**

