



LSU

Jennifer Driggers
Accounts Payable & Travel

Form AS540, Lod Cook Hotel & Conference Center

- Lod Cook payment options:

✓ = Yes	AS540	LaCarte	Contract
Lodging - Individual	✓	✓	
Lodging - Group	✓		

- **Required Attachments for Lodging:**

- Approved Spend Authorization
- Reservation Confirmation

- The AS540 form should be submitted prior to the stay and/or event. Email the AS540 form to Jennifer Driggers at jdrigg@lsu.edu. Plan accordingly and allow for processing time.

Baton Rouge Airport Parking

- **The Baton Rouge Airport parking facility no longer provides itemized receipts automatically**
- **If an itemized receipt is required, please email btrparking@metropolis.io and include the following:**
 - A copy of parking receipt
 - Vehicle's license plate number
- **To obtain the state contracted rate of \$8.00 per day:**
 - Exit the parking facility using the lane with an attendant (attendant is available 24/7)
 - Parking certificate/coupon and LSU employee ID
 - 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 employee ID
- **Exit through an automated lane will result in a higher rate and the maximum amount allowed is \$8.00 per day**

Christopher Business Travel (CBT) Contact Information

The CBT's contact information has been updated to reflect the group booking phone number, current travel advisors (agents) and can be found on the AP & Travel website.

CBT UNIVERSITY TRAVEL TEAM

Monday – Friday 7a.m. – 7p.m. CT

Contact Information

Toll Free Phone: 1.800.961.0720 Local Phone:

205.874.8538

Group P: 866-371-3580

E-mail: StateLAUniv@CBTravel.com

After Hours: 1.800.961.0720 – Reference ID code 9AW International After Hours:
801.327.7742 – Reference ID code 9AW

Domestic and International Travel Advisors*

Allison Holms: 801.327.7612 Allison.Holms@CBTravel.com

Cara Hoyt: 801.997.8016 Cara.Hoyt@CBTravel.com

Jessica Girard: 801.396.6122 Jessica.Girard@CBTravel.com

Kelley Kokes: 801.327.7678 Kelley.Kokes@CBTravel.com

Michelle Henry: 801.742.1969 Michelle.Henry@CBTravel.com

Pooja Malik: 801.327.7662 Pooja.Malik@CBTravel.com

Robin Pizzella: 801.396.2279 Robin.Pizzella@CBTravel.com

Group Travel Agents*

Franklin Rankine: 801.610.6058 Franklin.Rankine@CBTravel.com

Loretta Gordon: 801.477.8898 Loretta.Gordon@CBTravel.com

CBT: Traveler Contact Information

- **Employee:** Email and mobile phone number is obtained from the employee's profile
- **Non-Employee Traveler (Guest):**
 - ▣ **Advisor/Agent Booking:** Traveler's email and mobile phone number must be provided
 - ▣ **Online Booking Tool:** Traveler's email and mobile phone number must be entered as shown below:

Enter Traveler Information

Enter the name of the guest traveler you're booking the trip for. The guest's trip will be subjected to the "Guest Class" policy, or in its absence, the policy which applies to you. Once the trip is booked, it will show up on your Travel home page and be assigned to your account. When you view the itinerary, you will see the traveler's name on the itinerary.

Please make certain that the first and last names shown below are identical to those on the photo identification that the guest traveler will be presenting at the airport. Due to increased airport security, the guest may be turned away at the gate if the name on their identification does not match the name on their ticket.

Guest Traveler

Title *	Legal First Name *	Middle Name (on ID) *	<input type="checkbox"/> No Middle Name	Legal Last Name *
<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>
Gender *	Date Of Birth *			
<input type="text"/>	<input type="text"/>			
Known Traveler Number ?	DHS Redress No. ?			
<input type="text"/>	<input type="text"/>			
Phone *	Select	Email *		
<input type="text"/>	<input type="text"/>	<input type="text"/>		

Airfare - Unused Tickets

Important Reminders:

- **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**
- **An unused ticket may become a personal expense given the justification provided**

Unused Tickets

□ Unused Ticket Balance 3/31/2026:

CAMPUS	AMOUNT
LSUAM	\$81,213.26
LSUA	\$ 439.70
PBRC	\$ 2,729.12
LSUS	\$ 3,745.21
LSUE	\$ 343.36
AG CENTER	\$11,269.10
TOTAL	\$99,739.75

□ Please Note: Exploring options to reduce the unused tickets