



Business Managers' Meeting

Jennifer Driggers

Accounts Payable & Travel

PM-13, University Travel Regulations

- **Declared Emergency Meals and Incidental Expenses (Act No. 799 of 2026), effective July 1, 2026**
 - ✓ Eligible employees may be reimbursed for Meals and Incidental Expenses (M&IE) at a rate up to 75% above the applicable GSA M&IE rate.
 - ✓ Reimbursement only applies to employees who are deployed in direct response to a declared emergency or disaster and only during the period specified in the Governor's emergency declaration/order.
 - ✓ A copy of the applicable emergency declaration/order must be attached to the expense report, along with a justification explaining how the emergency declaration/order applies to the travel.
 - ✓ All reimbursements, along with supporting documentation, must be provided to the Commissioner of Administration thirty (30) days after the termination date of the declaration and submitted by email to StateTravel@la.gov.

Reporting Requirement:

A new expense item will be created to account for the M&IE reporting requirement.

PM-13, University Travel Regulations

□ Personal Credits

- Personal credits, store credits, gift cards, or personal unused tickets/e-credits should not be applied toward any LSU business purchases or travel expenses.
- This requirement applies to all faculty, staff, students, university guests, and visitors.
- Reimbursements will be limited to the net amount actually paid toward an expense. Any portion of the expense covered by personal credit, store credit, gift card, or personal unused ticket/e-credit will not be reimbursed.

Note:

Please inform all employees, students, guests or visitors who will be making their own travel arrangements of this requirement to ensure they are aware of the reimbursement limitation.

PM-13, University Travel Regulations

□ Travel Authorization Clarification

- The Spend Authorization should be fully approved before any travel expenses are purchased (i.e., airfare, registration, first night lodging, etc.), and before the start date of the travel.
- This requirement includes all necessary prior approvals (i.e., high risk travel) that may be required outside the Spend Authorization business process.

Reminder:

Spend Authorizations should be created as soon as the travel is determined and allow for sufficient review and approvals.

Travel Changes October 1, 2026

□ Appendices A & B updates:

▪ **Appendix A:**

Appendix	Dates	Lod Cook Nightly Rate
Appendix A1	July 1,2026 – September 30, 2026	\$126.00
Appendix A2	October 1, 2026 – June 30, 2026	\$129.00

▪ **Appendix B:**

- Section VIII – International Travel
- Person authorized to approve travel for **Research Compliance**, and the Approver position has been added.

Travel Changes October 1, 2026

□ Research Compliance

- The Spend Authorization business process now includes an approval step for Research Compliance (e.g., export control) for international travel, as defined in PM-13. The approval step will occur before final approval by the Entity Head designee.
- The Research Compliance approver is campus specific and Appendix B in PM-13 provides the designated approver by campus.
- Spend Authorizations created prior to October 1 will not include the Research Compliance approval.

Reminder:

Spend Authorization should be created as soon as international travel is determined. This is to allow sufficient time for the required Research Compliance review and all applicable approvals to be completed prior to making travel arrangements or incurring travel expenses.

Christopherson Business Travel (CBT)

- **CBT's Concur Online Booking System** is transitioning to a new Global Distribution System (GDS), which will result in a new user interface. The University's transition is scheduled for **Friday, October 9, 2026**, and the online booking system will be unavailable on this day. **Please plan accordingly!**
- While the online system is unavailable, if there is an urgent need to book airfare, please contact a CBT agent for assistance. Once the transition is complete, the online booking system will be available and online bookings may resume. **All new bookings, whether made online or agent-assisted, will be processed through the new GDS.**
- **After the Transition**
 - **Review your profile:** Travelers are encouraged to review their profile before booking through the new interface to ensure all information is accurate and up to date.
 - **Changes or cancellations to existing airfare:** Airfare purchased prior to October 9 that requires a change or cancellation must be handled by a CBT agent, as the airfare will not be in the new GDS.
 - **Unused tickets/credits:** Contact a CBT agent to reuse an unused ticket or airfare credit. The online booking system should not be used to apply for unused tickets or credits.
- **Training:** New training videos demonstrating the new interface will be available on the Accounts Payable & Travel website after the transition is complete. The new videos will replace the existing training videos.

Unused Tickets

□ **Unused Ticket Balance 9/30/2026**

CAMPUS	AMOUNT
LSUAM	\$71,706.44
LSUA	\$4,336.64
PBRC	\$8,983.86
LSUS	\$4,026.45
LSUE	\$810.57
AG CENTER	\$11,131.38
TOTAL	\$100,995.34