Estimated Travel Expenses

Name:

Departure Date:

Return Date:

Departure City:

Destination City:

Conference/Business Days:

Purpose of Travel (please include any web links here):

***Please note**: the departure/return date should be the actual dates of your travel, including any personal days. You are allowed one day before and after the business days for travel. Additional days will be declared as personal days on the Spend Authorization Questionnaire, and you will not receive per diem or lodging on those days.

Expense	**Quantity**		**Amount**	**Notes**
Airfare				Must be purchased through CBT to be reimbursed on state funds. If you're departing/flying to a personal destination, you need to include a separate estimate to/from BTR. You will only be reimbursed up to the amount of the BTR ticket.
Lodging		Days		Based on GSA (domestic) or State Dept. (international) rates. If conference rate, this should be stated on the invoice. Zero-dollar portfolio required for reimbursement.
Meals & Incidental Expenses		Days		Based on GSA (domestic) or State Dept. (international) rates. First and last days of business travel must not exceed 75% of the M&IE rate. Full conference program or business agenda must be included.
Membership Dues				Annual memberships only; lifetime or multi-year not allowed.
Misc. Expenses				Use this line for Ubers/other transport and other expenses. Transport per diem $10/day without receipts.
Mileage		Miles		Currently $.725/mile. Be sure to include round trip.
Registration Fees				
Vehicle Rental		Days		Must use either Enterprise/National or Hertz Rental contract rates. Use the reservation links at the bottom of the LSU Travel webpage. Retain receipts for gas.

***Other notes**: All reimbursements require receipts. If the receipt doesn't include the last four digits of the card used (or if you're not using LaCarte), you should also submit a redacted credit card statement showing the charge. All travel is regulated by PM-13. Spend Authorizations are required for all travel, including on Foundation funds. If your trip is greater than 30 days in one location, your SA will route to Travel for additional approvals. Per AS-18, all travel to high-risk areas require a completed AS295, AS297, & AS298. **Complimentary Lodging/Transportation** should be disclosed on LA Form 413. You should sign this form with ink and send it to Patrice Gremillion for her signature (you can also send this to Victoria to route to Patrice).