



THE UNIVERSITY of
NEW ORLEANS

**ADMINISTERED BY: Office of Vice
President for Business Affairs**

Policy No: AP-BA-63.1

TITLE: Travel

EFFECTIVE DATE: June 27, 2023

CANCELLATION:

REVIEW DATE: Spring 2026

PURPOSE

The University's travel procedures and regulations exist to ensure compliance with State requirements, provide a procedural framework for employees and students who travel on University business, and outline fiscally responsible spending practices.

AUTHORITY

Division of Administration Policy and Procedure Memorandum 49 (State General Travel Regulations).

DEFINITIONS

AP – Accounts Payable

Conference/Convention - A non-routine event for a specific purpose or objective such as a seminar, conference, convention, or training.

Controlled Billed Account (CBA) – A credit account issued in an agency's name (no plastic card is issued). These accounts are paid by each agency and are a direct liability of the State. CBA accounts are controlled through an authorized approver to provide a means to purchase airfare, registration, lodging, rental vehicles, pre-paid shuttle service, and any other allowable charges outlined in the State of Louisiana Travel and CBA Policy. Each department head determines the extent of the account's use.

Corporate Travel Card - Credit cards issued in a State of Louisiana employee's name used for specific, high cost travel expenses. Corporate Travel Cards are State liability cards paid by each agency.

GSA per diem rates – U.S. General Services Administration Per Diem Rates

[https://www.gsa.gov/travel/plan-book/per-diem-rates.](https://www.gsa.gov/travel/plan-book/per-diem-rates)

Official Domicile

- Except where fixed by law, official domicile of a state officer or employee assigned to an office shall be the parish in which the office is located. The department head or his/her designee should determine the extent of any surrounding area to be included, such as a region. As a guideline, a radius of at least 30 miles is recommended.
- The official domicile of a person that works in the field shall be the parish where most work is performed. The department head may designate this area or region. In all cases, the designation must be in the agency's best interest and not for the person's convenience.

Out-of-State Travel - Travel to any other 49 states plus District of Columbia, Puerto Rico, the US Virgin Islands, American Samoa, Guam, and Saipan.

Per Diem (Meals) – A flat rate paid to employees for meals while in official University business travel status.

Receipts/Document Requirements - Supporting documentation, including original itemized receipts that must be submitted for reimbursement of travel expenses.

Routine Travel - Local travel required in the course of performing an employee's job duties. This does not include conferences or out-of-state travel.

Spend Authorization - Task in Workday to provide the authorization to travel.

Travel Period - The period between the time of departure and the time of return

GENERAL POLICY

All travel must be in compliance with guidelines set within PPM-49 (Louisiana State Agency's Travel Policy), the Office of State Travel's CBA and Travel Card Policy.

PROCEDURE

Spend Authorization

- A spend authorization in Workday must be approved prior to departure and purchasing travel expenditures. Unauthorized travel expenses will be the personal responsibility of the traveler.
- The traveler submits a spend authorization prior to departure, and approval is granted by the traveler's department and necessary parties electronically in Workday.
- An approved spend authorization is required for the travel to be considered allowable. The University will not reimburse a traveler for out-of-pocket expenses if a spend authorization was not approved. Additionally, expenditures made to a traveler's state travel card will be owed back to the University if a spend authorization was not approved prior to travel.
- Travel on official University business, regardless if at University expense by any member of the faculty or staff will be authorized only when the purpose of the travel will benefit the University.
- Travel on official University business should not include personal travel.

Expense Reports

All travel expenses associated with official University business trip must be reconciled and recorded on an expense report in Workday 15 days after travel occurred. This includes all travel

- card, CBA, and out-of-pocket expenses. The trip's approved spend authorization must be linked or attached to the Workday expense report.
- Payment of travel expenses will be subject to availability of funds in the departmental budget concerned.

Cash Advance

- Individuals traveling on official business will provide themselves with sufficient funds for all routine travel expenses not covered by the CBA and/or travelers travel card.
- Cash advances for travel shall be made only for extraordinary travel and should be punctually repaid when submitting an expense report.
- Cash Advances may be allowed for:
 - Employees who accompany and/or are responsible for students on group travel. For group travel advancements, a roster with signatures of each group member along with the amount of funds received by each group member may be substituted for individual receipts
 - Employees traveling to remote destinations within foreign countries.
 - State traveler whose salary is less than \$30,000/year.
 - State travelers who accompany and/or are responsible for client travel.
 - New employee who has not had time to apply for and receive the state's corporate travel card.
 - Employees traveling for extended periods, defined as a period exceeding 30 or more consecutive days.
 - Employees traveling to remote destinations in foreign countries.
 - Lodging costs if the hotel(s) will not allow direct bill or charges to agency's CBA and the traveler's salary is less than \$30,000/year.
 - Registration for seminars, conferences, and conventions

METHODS OF TRANSPORTATION

Airfare

- Airfare must be purchased through the state's travel agency, Christopherson Travel. This requirement is mandatory
- The CBA must be used for airfare purchases.
- First class and business class are not allowed.
- For international travel only, when an international flight segment is more than 10 hours in duration, the University will allow the business class rate, not to exceed 110% of the coach rate.

Train

- Travel by train can be reimbursed when it is deemed to be the most cost-efficient method of travel. The President of the University and Office of State Travel must approve prior to booking.
- The travel reimbursement will be subject to the following requirements:
 1. Economy class ticket with no sleeping cabin;
 2. Only one day travel before and after a conference or meeting is allowed; and

3. Lowest logical airfare quote must be provided as evidence that traveling by train was the most cost-effective means of travel.

Vehicle Rental

- PPM-49 requires prior approval of vehicle rentals. The vehicle rental must be listed on the Spend Authorization to be a valid expense.
- The CBA or state travel card must be used to pay for vehicle rentals. The state has mandatory contracts for in-state and out-of-state vehicle rentals for business travel with Enterprise, National, and Hertz.
- It is the traveler's responsibility to ensure tax is not charged. If tax is charged, a credit must be received, or the amount of the tax is paid back to the University by the traveler.
- International vehicle rental companies: There is no state contract. Any company can be used; however, the least expensive company should be utilized.
- The University is only allowed to pay for a compact, midsize, or intermediate size vehicle.
- A larger vehicle is allowed if:
 - Non-availability is documented.
 - The vehicle will be used to transport more than two persons. Details of the trip must be documented in the spend authorization and expense report.
 - Equipment is being transported. Details of the trip must be documented in the spend authorization and expense report.
 - Note: When a larger vehicle is necessary as stated in either bullet above, the vehicle shall be upgraded only to the next smallest size vehicle and lowest price available.
- Vehicle rental optional charges are not allowed (i.e., fuel options, insurances, GPS, satellite radio, upgrades, etc.). Please note per the state contracts, travelers are insured with the CDW/Damage Waiver insurance and \$1 Million Liability Protection Coverage.
- The vehicle rental can only be used for official University business during the dates within the spend authorization).
- The vehicle rental cannot be at MSY but can be picked up/dropped off at destination airport.
- Individuals not associated with the University or with University activities, including, but not limited to spouses, children or other family members, should not be transported in vehicle rentals.

Personal Vehicles

- A traveler must receive prior approval from their department head to use his/her personal vehicle and be reimbursed more than 99 miles. Reimbursements must be based on the GSA rate for mileage.
- Mileage reimbursements must not exceed the cost of the lowest logical airfare for the same trip.

Fuel

- Gas can be purchased for University/State and rental vehicles only (i.e., personal vehicles are not allowed).
- Only regular unleaded fuel is allowed
- Itemized receipts are required. Pre-paid fuel options or replacement of gasoline from the rental company is not allowed.

Bus, Shuttle or Taxi

- Airport shuttle, taxis, and all other public transportation requires a receipt for reimbursements.
 - A driver's tip may be given and must not exceed 20% of total charge. Amount of tip must be included on the receipt that is received from driver/company.
- All other forms of public ground transportation, where a receipt is not possible and other than those listed above, are limited to \$10 per day without a receipt.
- Public ground transportation claims for reimbursement in excess of \$10 per day requires a receipt.
- Exuberant fees not reimbursable (i.e., unjustifiable limousine service).

Lyft and Uber

- Only a standard size vehicle is reimbursable with an itemized receipt. Premium or larger vehicles size are not reimbursable. Any additional charges other than standard fare rates are not reimbursable (i.e., wait time fees).
- Lyft Lux, Lyft Lux Black and Lyft Lux Black XL are not reimbursable
- Uber Black, Uber Black XL and Uber Premier are not reimbursable
- Receipts have to fall within the spend authorization dates.

LODGING

General Lodging Information

- Lodging rates for the 48 contiguous states are based on the GSA lodging rates for the applicable location. The GSA lodging rates can be found at <https://www.gsa.gov/travel/plan-book/per-diem-rates> (similar to meals). Rates can change, so it is important to review the most current GSA lodging rates.
- The CBA or state travel card must be used for all lodging charges.
- An itemized lodging invoice is required listing all daily charges associated with the stay (i.e., room rate, taxes, fees, etc.). Incidentals are not allowed.
- State sales tax cannot be charged at Louisiana hotels. The traveler must submit a lodging state sales tax exemption form to the hotel. This can be found on the University's website under AP, travel.
- Lodging overage, up to 50% of the published rate on the GSA website, can be used if the overage is approved on the spend authorization. A notation in the "Memo" field and supporting documentation that the lodging rates exceed the GSA rate must be included.
- For group travel, a listing of who stayed in each room is required.

Conference Lodging Rates

- Travelers may be allowed the conference lodging rates, plus tax (other than Louisiana Sales Tax) and any mandatory surcharge. Receipts are required along with documentation showing the actual conference rate. If there are multiple designated conference hotels, the lower cost conference hotel should be booked, if available. Rates exceeding the conference lodge rate must be approved by the Commissioner of Administration.
- A notation in the "Memo" field on the spend authorization must be made indicating that the traveler will stay at the conference hotel.

MEALS AND INCIDENTALS

Meals (Including Tax and Tips) & Incidental Expenses (M&IE)

- Meals and incidental rates are based on the GSA meal rates for the 48 contiguous states. The GSA meals and incidental rates can be found at <https://www.gsa.gov/travel/plan-book/per-diem-rates>.
- Receipts are not required for meals within these rates unless a cash advance was received and/or group travel.
- Reimbursement for Single Day Travel is at the discretion of the department head.
 - If a department head or his/her designee determines that single day meals will be reimbursed, they must adhere to the following allowances: To receive meal reimbursements on single day travel, a traveler must be in travel status for more than 12 but less than 24 hours. Reimbursements for single day travel must not exceed 75 percent of the total M&IE rate for the applicable travel location meal rates. This rate is listed as the first and last day of travel on the M&IE rates page of the applicable location.
- Local meals are not allowed in the traveler's home domicile (for example, the traveler cannot claim a meal for travel to Metairie).
- Meals are not allowed on the state travel card.
- Itemized receipts are required for state travel card meal purchases, and tips cannot exceed 20%.
- Meal and Incidental Reimbursement for Travel with Over Night Stay
- On the first and last travel day, employees are only eligible for 75 percent of the total M&IE rate for the applicable travel location.
- Student group trips (including athletic travel) are eligible for the full M&IE rate on the first and last day of travel.
- Incidental expenses are limited to \$5 per day for domestic travel. Domestic incidental expenses include tips for valet, porters, baggage carriers, and hotel staff.
- **Reimbursement for alcohol is prohibited.**
- If meals are included in a conference schedule and are part of the registration fee, the traveler cannot request/receive additional reimbursement for that meal.
- For group travel, a cash advance can be provided to the chaperone for meals. The cash advance is requested on the traveler's Spend Authorization in Workday.

Special Meals

- Special meal needs are infrequent, extraordinary, and/or emergency situations when state employees are required by their supervisor to work more than a twelve-hour weekday or six-hours on a weekend. Special meals also include meals provided during working meetings of department staff. Special meals do not include normal visits, meetings, or reviews.
- Special meals must have prior approval from the President or his/her designee may approve special meals prior to the meal date.
- All special meals must have a sign-in sheet.

OTHER EXPENSES WHILE IN TRAVEL STATUS

Airline Baggage Fees

- For airline travel, one bag is allowed for a trip up to 5 days. An additional bag is allowed for 6 – 10 days of travel.
- Overweight baggage charges are allowed only if it pertains to University business. Justification for this charge is required and must be submitted with the expense report in Workday.
- Airline Baggage fees must be paid with personal funds and reimbursed upon return via an expense report in Workday. An itemize receipt is required.

Communication Expenses

- For domestic overnight travel - up to \$3 for personal calls upon arrival at each destination and up to \$3 for personal calls every second night after the first night if the travel extends several days. Receipts are not required.
- For international travel - up to \$10 for personal calls upon arrival at each destination and up to \$10 for personal calls every second night after the first night if the travel extends several days. Receipts are not required.
- Personal cell phone charges will not be reimbursed.
- Internet charges for official state business from hotels or other travel locations are treated the same as business telephone charges. Receipts are required.

Conference Registration Fees

- The CBA or state travel card must be used to pay for conference registration fees. The receipt must be itemized listing what is being purchased.
- If an individual membership is included with the registration fees, the state travel card or CBA cannot be used.
- No reimbursements are allowed for functions not relating to a conference (i.e., tours, dances, golf tournaments, etc.) and/or to the mission of the University.

Laundry

- If travel is required to last over 7 days, itemized receipts are required.
- Athletics can pay for team laundry during team travel. An itemized receipt is required.

Mileage

- The 99-mile limitation has been removed but a state-owned vehicle or state rented vehicle should be used prior to a personal vehicle when mileage exceeds 99 miles. A traveler must receive prior approval from their department head to use his/her personal vehicle and be reimbursed more than 99 miles. Mileage rates can change annually, so it is important to review the most current version of PPM-49.
- Supporting documentation of travel locations is required to have mileage reimbursed. This includes a listing of odometer readings or online verification printouts (i.e. MapQuest.com, Google Maps, etc.).
- Local mileage is allowed when it is a necessary part of completing the employee's job duties (i.e., athletic recruiting, admission recruiting, visiting local schools, etc.)

Parking

- New Orleans Airport Parking – Travelers have the option to park at New Orleans Airport in the Surface Lot or the Airline Economy Garage. Receipts are required for reimbursement for the allowable rates listed in the resource section of the current PPM-49.
- Travelers using motor vehicles on official state business may be reimbursed for all other parking, including non-New Orleans airport parking, ferry fares, and road and bridge tolls. For each transaction over \$5, a receipt is required.
- The purchase of research and/or presentation materials, or equipment during a travel event, is allowed. Itemized receipts and an explanation on the expense report is required.

INTERNATIONAL TRAVEL

- Any travel outside of the fifty states, the District of Columbia, Puerto Rico and the Virgin Islands.
- International travel must be approved by the President or his/her designee prior to departure.
- Lodging rates will be based on the U.S. Department of State lodging rates and are inclusive of taxes and fees.
- The U.S. Department of State lodging and M&IE rates can be found at https://aoprals.state.gov/web920/per_diem.asp.
- The U.S. Department of State breakdown of daily meal rates can be found at https://aoprals.state.gov/content.asp?content_id=114&menu_id=75.
- The University may approve for travelers to be reimbursed for a Visa and/or immunization when the traveler is traveling on behalf of the agency/university on official state business and must keep justification with the travel file.
- Passport reimbursements must be submitted to the department head for approval along with detailed justification as to why this reimbursement is being requested/approved.
- Incidentals for international travel cannot exceed the listed allowance issued by the U.S. Department of State.
- Incidentals for international travel are reimbursable at \$5 per day without receipts. Incidentals exceeding \$5 require receipts and/or supporting documentation. (Not to exceed U.S. Department of State Allowance)
- Incidental expenses for international travel are fees for laundry services and tips given to valets, porters, baggage carriers, and hotel staff.

International Group Travel

Reviewing International Travel

- All currency converted to US dollars is based on the date of the transaction.
 - Cash: on date of transaction
 - Credit: on posting date
- A website that can be used for currency translation is: www.oanda.com

VIOLATIONS

- Employees, faculty, and approvers are responsible for compliance to this policy, which is subject to audit.

- Expenses submitted for reimbursement that are deemed in violation of this policy may not be reimbursed to the employee/traveler.
- Additionally, employees/travelers may owe UNO an amount equal to the total of discrepancies or unallowable expenses paid by the University.
- The CBA and travel cards is for official state business travel only. Personal use on the CBA or travel card will result in disciplinary action.
- Repeated or egregious violations are subject to other disciplinary actions.



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