

October 2022 Business Managers' Meeting – Travel Q&A

Q – For routine lodging for Alaska, Hawaii, and territories, can we still approve within a +50% of that rate?

- A – No, this is no longer allowed. However, the traveler's supervisor can approve reimbursement of actual expenses. This approval is completed as part of the spend authorization/expense report business process.

Q – How do we handle lodging booked prior to October 1 for travel after October 1 which exceeds the new allowed rate? For example, - travel for last week.

- A – The traveler's supervisor can approve reimbursement of actual expenses. This approval is completed as part of the spend authorization/expense report business process.

Q – Even if someone leaves before 6am on the first day, that person still gets only the 75%?

- A – Yes

Q – For the 1st and last day, will you receive the 75% regardless of if you would normally only get breakfast?

- A – Yes

Q – What if there is a meal provided during the travel? Will that need to be calculated out of the total?

- A – If a third-party meal is provided, the respective meal rate for the meal must be subtracted from the daily meals and incidental expenses rate.

Q – Should we still itemize the incidentals on the expense report, or lump it all with per diem?

- A – Users should include the incidental expenses amount under the Meal (Per Diem)/Meal (Single Day) expense item. Incidental tips will no longer need to be on a separate expense line.
 - Domestic – Valet, porter, baggage carrier, hotel staff and complimentary shuttle service tips
 - International – Valet, porter, baggage carrier, hotel staff, complimentary shuttle service tips and laundry/dry cleaning services

Q – Will there be any additional trainings on these websites?

- A – The job aid can be located on the [Accounts Payable & Travel website](#), [LSU Workday - Finance Training website](#), and [Business Managers' Meetings Archive website](#) and there is monthly travel training held each fall and spring semester. Users can register for the training on the [LSU Training and Event Registration website](#).

Q – Do we need to edit spend authorizations to reflect the new rates if they have already been approved?

- A – No, spend authorizations are only estimates and do not need to be updated.

Q – The overage on routine lodging with supervisor approval, is that when the supervisor approves the spend authorization? Or is it outside of that process?

- A – This approval is completed as part of the spend authorization/expense report business process.

Q – What about expense reports that have already been submitted for travel that happened after October 1?

- A – The expense partners in Accounts Payable & Travel will audit based on the new rate guidelines. There is no need to edit expense reports already submitted unless the reimbursement amount needs to be increased as expense partners are not permitted to increase amounts.

Q – Is there a similar tool for the U. S. Department of State rates used for international travel?

- A – No, there is no lookup tool for international travel.

Q – The supervisor approval on the spend auth/ER's is the only approval needed for routing lodging overage... just wanted to confirm that no memo attached is necessary

- A – An attached memo is not required, but may be included

Q – If we use the estimated per diem on GSA and attach the printout, should we still use the AS350?

- A – No, you only need one of the two.

Q – To clarify: the GSA lodging rate is room rate only, right? We're still adding in the taxes. It's just State Dept. rates for international travel that we would not include any taxes or fees at the hotel.

- A – The GSA lodging rate (domestic travel) is room rate only and does not include taxes and fees. The U.S. Department of State lodging rate (international travel) is room rate plus taxes and fees (includes taxes and fees).

Q – Do we need receipts to be provided for meal per diems?

- A – No, see PM-13 (University Travel Regulations) as some exception apply for group travel.

Q – Will there be an update sent to faculty concerning this update in policy?

- A – We will explore adding a comment on the weekly News and Notes email. However, we want business managers to spread this information to travelers within their department.