



# Travel Updates

# Enterprise/National Vehicle Rate Changes

- ❑ Rental vehicle rate change effective September 15, 2022
- ❑ Accounts Payable & Travel website has been updated to reflect the new rates
- ❑ The rates in effect prior to September 15th are still available on the AP & Travel website

## Vehicle Rentals

Contracted Rates:

FY23 Rental Rates

- Rental Rates effective 9/15/2022
- Rental Rates effective 7/1/2022

# Travel Policy Changes Effective October 1, 2022

- PM-13, University Travel Regulations, has been updated to reflect the travel changes:

Appendix	Dates
Appendix A1	July 1, 2022 – September 30, 2022
Appendix A2	October 1, 2022 – June 30, 2023

- The applicable Appendix should be used

# Mileage Rate Change

- ❑ Mileage rate is U. S. General Services Administration (GSA) rate
- ❑ Current mileage rate 62.5 cents per mile
- ❑ GSA mileage rate can be found:

<https://www.gsa.gov/travel/plan-book/transportation-airfare-pov-etc/privately-owned-vehicle-pov-mileage-reimbursement-rates>

July 1, 2022 – September 30, 2022	October 1, 2022 – June 30, 2023
62 cents per mile	62.5 cents per mile

# Rates for Lodging, Meals and Incidental Expenses (M&IE)

- Rates for Lodging, Meals and Incidental Expenses (M&IE) for October 1, 2022 – June 30, 2023, will be as follows:

Resource	Destination
GSA (General Services Administration	48 Continental United State, including District of Columbia
PM-13 (University Travel Regulations), Appendix A2	Alaska, Hawaii, and U. S. Territories which include Puerto Rico, U. S. Virgin Islands, American Samoa, Guam, and Saipan
U. S. Department of State	International Travel

# GSA – Lodging, Meals and Incidental Expenses (M&IE)

- General Services Administration (GSA) M&IE & lodging rates can be found:

<https://www.gsa.gov/travel/plan-book/per-diem-rates>

- Rates for 48 Continental United States, including District of Columbia
- M&IE are inclusive of taxes and tips, receipts not required
- IE includes tips for valets, porters, baggage carriers, hotel staff and complimentary shuttle services.
- Lodging, itemized receipt required

# GSA – Single Day Meal Change

- ❑ Use GSA M&IE daily rate for the destination city
- ❑ Must not exceed 75% of the M&IE daily rate
- ❑ Taxable income to LSU employees
- ❑ Must be in travel status minimum of 12 hours (no overnight stay)

# Alaska, Hawaii & U. S. Territories – Lodging, M&IE

- ❑ Rates for lodging and Incidental Expenses (M&IE) for October 1, 2022 – June 30, 2023, can be found in PM-13, Appendix A2:
  - Alaska, Hawaii and U. S. Territories which include Puerto Rico, U. S. Virgin Islands, American Samoa, Guam and Saipan (Domestic Travel)
  - M&IE rates (Inclusive of taxes and tips, receipts not required):
    - Breakfast \$17.00
    - Lunch \$18.00
    - Dinner \$35.00
    - Incidentals \$5.00 (includes tips for valets, porters, baggage carriers, hotel staff and complimentary shuttle service)
  - Lodging Rate \$175/night, itemized receipt required



# U. S. Department of State – Lodging, Meals & Incidental Expenses (M&IE)

- ❑ Lodging, Meals and Incidental Expenses (M&IE)

[https://aoprals.state.gov/web920/per\\_diem.asp](https://aoprals.state.gov/web920/per_diem.asp)

- ❑ Breakdown of Daily Meal Rates

[https://aoprals.state.gov/content.asp?content\\_id=114&menu\\_id=75](https://aoprals.state.gov/content.asp?content_id=114&menu_id=75)

- Rates for International travel
- Lodging, M&IE rates are **inclusive** of taxes and tips, itemized receipt required for lodging
- IE includes tips for valets, porters, baggage carriers, hotel staff, complimentary shuttle services, and **Laundry/dry cleaning services.**