



Business Manager Meeting

Travel Updates

Christopherson Business Travel (CBT)

- **Concur System** updates impacted CBT's customers with integrations/HR Feeds for creating user profiles
- ***New hires & employees changing departments***
- SOLA/LSU Account Manager with CBT has been working diligently to create profiles manually until the matter is resolved
- Contact Jennifer Driggers at jdrigg@lsu.edu or Kathleen Patrick at kelder1@lsu.edu

Christopherson Business Travel (CBT)

- CBA Approval Issues
 - Some departments have received the CBA Approve/Deny e-mails
- ***Travel Arrangers are encouraged to use LaCarte as payment for guests or student airfare bookings***
- SOLA/LSU Account Manager with CBT has been working diligently to resolve the issues
- Contact Jennifer Driggers at jdrigg@lsu.edu or Kathleen Patrick at kelder1@lsu.edu

CBT – Response Time Update!

- **CBT UNIVERSITY TRAVEL TEAM**
- Monday – Friday 7a.m. – 7p.m. CT
- **Contact Information**
 - Toll Free Phone: 1.800.961.0720
 - Local Phone: 205.874.8538
- **E-mail: Statelauniv@CBTravel.com**
- After Hours: 1.800.961.0720 -Reference ID code 9AW
- International After Hours: 801.327.7742 -Reference ID code 9AW

Contact Information for SOLA/LSU CBT Advisors

□ Domestic and International Travel Advisors*

- Darryl Truelove: 720.200.4118 Darryl.Truelove@cbtravel.com
- 1. Ericka Krzykwa: 801.327.7724 Ericka.Krzykwa@cbtravel.com
- 2. Kelley Kokes: 801.327.7678 Kelley.Kokes@cbtravel.com
- 3. Kelly Arens: 801.327.7707 Kelly.Arens@cbtravel.com
- 4. Jay Rowley: 801.327.7634 Jay.Rowley@cbtravel.com
- 5. Michelle Yanez Newcomb: 801.327.7635 Michelle.Yaneznewcomb@cbtravel.com

□ Group Travel Agents*

- Tonja Smith: 205.874.8540 Tonja.Smith@cbtravel.com
- Charlotte Liner: 205.874.8530 Charlott.Liner@cbtravel.com

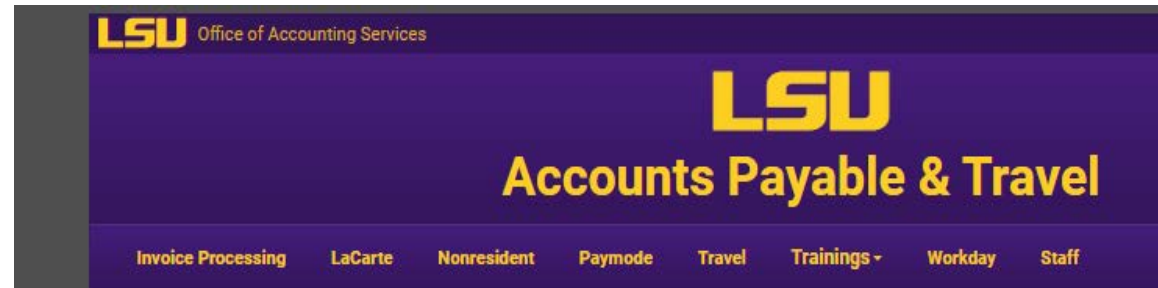
***Note:** Travelers/Departments are encouraged to send e-mails to the main e-mail address, but it is acceptable to contact one of the Advisors directly; however, please do not send an e-mail to all Advisors at once as it will delay respond time for other requests.

CBT Issues or Concerns

- Report any CBT issues or concerns
 - Jennifer Driggers at jdrigg@lsu.edu
 - Patrice Gremillion at pgremill@lsu.edu
- Appreciate your continued support and patience as CBT continues work through all issues

10/1 Policy Changes Reminder!

- ❑ **Mileage, Reimbursement for Lodging and Meals and Incidentals (M&IE)**
 - ❑ Mileage rate increased to \$.625 cents per mile for travel dates 10/1/2022 and after
 - ❑ Lodging and Meals and Incidentals expenses:
 - ❑ GSA rates
 - ❑ Domestic Travel: GSA Rates, except for Alaska, Hawaii, and US Territories
 - ❑ International Travel: U.S. Department of State Rates
- ❑ **To avoid travel reimbursement delays:**
 - ❑ Please attach the supporting lodging and M&IE allowance calculations to the expense reports.
 - ❑ AS350 Form is encouraged or the GSA per diem tool.



Travel

IMPORTANT TRAVEL UPDATES

[Travel Policy Changes effective October 1, 2022](#)

[Job Aid, Travel Updates - October 1, 2022](#)

MILEAGE, LODGING, MEALS & INCIDENTAL EXPENSES INFORMATION LINKS

[GSA Privately Owned Vehicle Mileage Rate](#)

[GSA Lodging and Meals & Incidental Expenses Rates](#)

[GSA Per Diem Look-up Tool](#)

[Department of State Lodging and Meals & Incidental Expenses Rates](#)

[Department of State Meals & Incidental Expenses Rates Breakdown](#)

[Travel to Alaska, Hawaii, or U.S. Territories \(Puerto Rico, U.S. Virgin Islands, American Samoa, Guam, and Saipan\)](#)

[AS350 Form – Travel Supplemental Information](#)

Other Reminders!

□ **Spend Authorization Requirement**

- Spend Authorization should be completed and fully approved prior to making any travel arrangements and/or traveling
- Spend Authorization should include the appropriate pertinent information (start date of travel, end date of travel, destination of travel, and purpose of travel).
- Spend Authorization is required regardless of if University pays or a third-party pays for expenses
- Employees traveling without an approved Spend Authorization in Workday travel expenses may be deemed a personal expense

□ **Spend Authorization is not Required**

- Virtual/No Actual Travel or In-person Local Travel

Other Reminders!

LaCarte Card

- LaCarte is the preferred payment method if traveling on university business.
- Employees should use their LaCarte card for booking their own travel expenses.
- An employee should not book travel expenses for another employee, but in some cases, an exception has been granted.

Receipts

- Please make sure the receipts are official itemized receipts and the appropriate documentation is attached before submitting the expense reports for approvals.

Safeguard Payment Information

- Remove credit card numbers, expiration dates and security codes from all receipts and documentation submitted. Only the last 4 digits of the credit card number should be visible on the receipt.