

## ***Travel and Entertainment***

### General Policy

The LSU Foundation will reimburse actual travel and entertainment expenses that are incurred by Foundation employees, including University employees assigned to the Foundation, as well as those incurred by University departmental beneficiaries, unless such reimbursement is in conflict with donor intent or is otherwise prohibited by donor restrictions. This policy shall also apply to other authorized individuals who travel on behalf of the Foundation. Except under documented extenuating circumstances approved by the President and Chief Executive Officer, all air travel shall be by coach class or equivalent, and expenditures for lodging, ground travel and meals will be reasonable.

### Documentation Required

Requests for travel reimbursement must include documentation of the dates traveled, the purpose of travel, the travel destinations and original receipts, except as noted in these policies. Requests for entertainment reimbursement must include a statement of the business purpose of the activity, the date and location of the function, the names and associations of the individuals in attendance and original receipts. For large-scale functions, such as receptions, an approximate number of persons attending and a general description of the group attending will be sufficient.

If original receipts are not provided for meals, reimbursement to travelers will be limited to the standard University meal allowance rates, as published by the University Office of Accounting Services in Form AS254.

Original receipts are not required for reimbursement of the following travel expenses. Reimbursement for expenses above the limits outlined below will require original receipts.

- \* Public ground transportation of \$15 or less daily
- \* Non-local parking fares and tolls \$5 and under
- \* Non-local parking, fares and tolls \$5 and under
- \* Communications expenses of \$3 or less
- \* Tips for baggage handling not to exceed \$1 per bag for a maximum of 3 bags

The dollar limits outlined above follow those published by the University Office of Accounting Services in Form AS254. As the University modifies the guidelines for these expenses, the Foundation's policies will be adjusted for the same amounts.

Requests for the reimbursement of expenses on behalf of a family member or spouse of a University employee require documentation as to the direct benefit provided to the University by the expense; and are subject to the approval requirements of the Addendum to Affiliation Agreement.

### Travel and Entertainment Expenses Disallowed by the University

There are certain limitations which apply to expenditures of University funds for travel and entertainment. For this reason, travel and entertainment benefiting the University may be funded in part by Foundation contributions, subject to donor restrictions. In such cases, reimbursement requests are first made through University accounts in accordance with applicable University procedures. Beneficiaries are notified of any items disallowed by the University because of restrictions on the use of State funds and may subsequently request reimbursement from the Foundation for those items. Such requests must be submitted for payment to the Foundation with both the original University deletion memo and a copy of the University travel voucher.

### Travel Advances

The Foundation does not provide travel advances.

### Moving and Relocation Expenses for Certain University Employees

Disbursement requests for moving and relocation expenses on behalf of University employees which are described in PM 69, as issued and revised by the University, require the approval of the LSU System President.