

ORGANIZED GROUP TRAVEL GUIDELINES

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Travel regulations as contained in the Division of Administration (DOA) Travel PPM-49 (<http://www.doa.louisiana.gov/osp/travel/travelpolicy.htm>), hereafter referred to as PPM-49, and the Louisiana State Travel Guides apply to all departments of the university. Specific exceptions to these regulations for certain organized groups such as performing arts, debate and student government are outlined as follows.

A. Authorization/Approval

Group travel and other out-of-state travel must be approved by the campus President or his designee.

B. Organized Group Travel

1. Authorization for Payment of Group Travel Expenses for Student Participants and Individuals Accompanying Organized Groups on Official University Events.

- a. Only students who are eligible and who have been officially certified by the University to participate in the event may be allowed to travel.
- b. Individual travel vouchers or requisitions submitted for group travel will require appropriate documentation in accordance with University purchasing and travel policies. Subject to this approval, the Organized Group shall be authorized to provide transportation, lodging, and meals for student participants for events as well as for other University personnel who are members of the official University group when in travel status.
- c. The official University group may include the following: student participants, coach/director, graduate assistants, members of the faculty or campus administration, photographer, one communications person, security personnel as required, and a travel coordinator.
- d. Whenever a University-owned bus is used to transport a group, the bus driver is considered a member of the official University group and travel expenses are authorized for the bus driver. Travel expenses are also authorized for non-University personnel who provide security and escort for the official group. Meals may also be provided for bus drivers and security personnel traveling with the group.

However, it is the policy of the UL System to keep the size of the group to a minimum and only personnel whose services are essential are allowed to travel.

- e. The Organized Group is responsible for the use of available transportation, lodging, and meals in the most cost-effective way.
- f. All travel expenses to be paid for group travel must be submitted by the Organized Group to the appropriate Business Officer via travel expense vouchers to be audited and processed. Invoices, passenger manifests, lodging records, rooming lists, meal lists, and/or other supporting documentation as are appropriate should be provided with all such travel expense vouchers.

2. Transportation and Lodging Expenses for Group Travel

Arrangements for charter services must be made by purchase order through the University's Purchasing Office or through the official travel agency for the State of Louisiana with prior approval of the University's Purchasing Officer. Commercial airline transportation for group travel must be made through the official agency for the State of Louisiana.

Group lodging and meal expenses may also be charged to the University when in travel status. This authorization to charge transportation, lodging, and meal expenses only extends to group travel, to include student participants and members of the official group for whom expenses are authorized to be paid by the University.

3. Meal Expenses for Group Travel

The Organized Group shall be authorized to provide all necessary group meals on an actual expense basis, not to exceed PPM-49 Tier III rates. Due to the irregularity of meal schedules, the DOA Travel PPM-49 daily rate will be the inclusive meal cost calculated on a daily basis. When in travel status, this will include student participants and members of the official group for whom expenses are authorized to be paid by the University. Group meals should be prearranged meals, when appropriate, with a set cost per person.

The cost of such meals may be charged directly to the University or reimbursed on travel vouchers. All meals are to be paid on an actual cost basis (subject to above PPM-49 limits) and must be documented with an itemized cash register or itemized credit card receipt and a meal list identifying all participants (the group travel roster will satisfy this requirement). The "tear type" receipts are not acceptable for this type of meals. Cash meal allowances provided directly to members of the official group during travel status must be supported by statements signed by the individuals receiving the funds. This statement replaces the need for receipts for cash advances as otherwise required by PPM-49.

4. Authorization of Expenses for Group Rooms

a. The Organized Group will negotiate room rates with hotels and strive to get the lowest rate possible for group travel. Negotiated rates are typically flat rates (same rate double or single occupancy) and rarely exceed allowable state rates for double occupancy; however, there are times when the negotiated rate exceeds the allowable state rate for single occupancy.

b. The Organized Group shall be authorized to provide rooms for group travel on an actual expense basis when in travel status, not to exceed the per person PPM-49 Tier III Lodging rates. This will include group members and members of the official group for whom expenses are authorized to be paid by the University. The cost of such rooms may be directly charged to the University or reimbursed on the travel expense report.