



Business Manager Meeting – Travel Updates

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Travel updates – Baton Rouge Airport Parking

- Effective **December 3, 2025**, the **Baton Rouge Airport Parking** facility will offer a new ticketless express pay, which allows travelers to sign up to be charged automatically when exiting through the ticketless booth:
 - Discounted State Rate of \$8.00 per day is not offered
 - Amounts in excess of the \$8.00 per day will not be allowed on university funds.
 - Requires a personal credit card as the vendor's system requires a card on file.
 - Exit through the ticketless booth
- To obtain the state contracted rate, travelers should use the exit marked “**State Government.**” The traveler must provide:
 - Baton Rouge Parking certificate (coupon) that is available on the AP & Travel website
 - LSU Employee ID

Travel Updates – TSA Fee

- Effective **February 1, 2026**, the TSA will charge a \$45.00 non-refundable fee for travelers who do not present an acceptable form of identification, such as a **Real ID** or **valid passport**:
 - The \$45.00 fee will be the responsibility of the traveler and will not be reimbursed.
 - Travelers should avoid this process as it could cause delays, or the TSA may not be able to verify travelers' identity and deny boarding
 - Please refer to the TSA's website for additional information on acceptable forms of identification



International Travel

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Project/Purpose

- June 2025 – introduced the project to develop a central repository for LSU A&M individuals travelling internationally
- As you may recall, Workday's Request Form was considered for development of the International Travel Registration process
- Faculty feedback and further discussion, it was decided that Workday's Spend Authorization/Questionnaire is a better place to capture the traveler's information related to international travel in one central place.
- Effective Date: **January 1, 2026**

Spend Authorization

- ❑ Should be **completed and fully approved** prior to making any travel arrangements or before departure
- ❑ Spend Authorization Questionnaire must be fully completed to route for approvals
- ❑ **Spend Authorization should be completed after prior approval is obtained for high-risk travel and foreign adversary. The approved high-risk form should be attached to the Spend Authorization.**
- ❑ Data will be used for the following:
 - ▣ To support risk management, emergency operations and duty of care for travelers
 - ▣ To meet institutional reporting and compliance needs

DEMO



Pause for Demo

Policy Compliance

- Changes for international travel supports compliance with university policies/requirements:
 - ▣ Christopherson Business Travel (CBT)
 - ▣ PM-11, Outside Employment of University Employees/ Office of Research & Economic Development (ORED)
 - ▣ PM-45, Compliance with Export Control Regulations/ORED
 - ▣ Faculty Led Travel with students – Office of Global Engagement & LSU Study Abroad
 - ▣ International Waters – Risk Management
 - ▣ LA Board of Ethics Disclosure

In Progress

- Spend Authorization Job Aids will be updated
- International Travel website will be added on the AP & Travel website and listed as a drop down under Travel.
- Policy Statement (PS) – International Travel which will include all information currently in FASOP AS-18, High Travel to Restricted Regions and Foreign Adversary Countries.
- Policy Statement will include the following:
 - ▣ International Travel Risk Management
 - ▣ Crisis Response
 - ▣ Information Security and Export Control
- ▣ FASOP AS-18 will be discontinued once the PS is finalized and published

THANK YOU!



- International Travel Oversight Committee
- Academic Affairs
- Accounts Payable & Travel
- Central Support
- Global Engagement
- Risk Management
- Research & Economic Development
- General Counsel Office