

IMPORTANT INFORMATION REGARDING INTERNATIONAL TRAVEL APPROVALS

January 1, 2022

Business Travel:

As University business travel continues, please be advised of the following:

- Travelers are strongly encouraged to be fully vaccinated prior to any travel.
- It is the responsibility of faculty/staff/students to consider the travel risk, especially at the destination before traveling.
- Any COVID-related travel expenses for quarantine and/or testing while on University business travel will be a University expense; however, departments are encouraged to assess the travel risk since many countries have implemented sudden changes in their management of travelers which may ban entry or extend quarantine and testing requirements that results in even higher travel expenses.

Travel Approvals:

Domestic Travel (In-state & Out-of-State):

- Spend Authorization must be completed and approved prior to making travel arrangements (booking air fare, securing lodging, paying conference registration, etc.)

International Travel (Out of the U.S.):

- Only essential international travel should be requested
- Spend Authorization must be completed and approved prior to making travel arrangements (booking air fare, securing lodging, paying conference registration, etc.)
- Request to Travel to a High Risk Region
 - Subject to FASOP AS-18, High Risk Travel to Restricted Regions
 - U. S. Department of State Travel Advisory of a Level 3: Reconsider Travel or a Level 4: Do Not Travel will require an additional prior approval
 - High Risk travel forms (i.e., AS295 or AS296) must be completed and sent to Patrice Gremillion at pgremill@lsu.edu to have the request expedited to the International Travel Oversight Committee (ITOC) for review/recommendation
 - Office of Academic Affairs will make the final decision upon the ITOC's recommendation and inform the traveler/requesting department of the decision
 - Spend Authorization must be completed and approved prior to making travel arrangements (booking air fare, securing lodging, paying conference registration, etc.). The approved high risk travel form must be attached.

Travel Arrangements:

As travel arrangements are made for approved business travel, the following conditions must be met:

- 1) Lodging cannot be paid in advance, and the first night lodging must be refundable. (Travelers should be aware of hotel's cancellation policy)
- 2) Conference registration must be refundable.

For questions, please contact Patrice Gremillion at pgremill@lsu.edu or at 578-3366.