

**LSU HEALTH CARE SERVICES DIVISION  
BATON ROUGE, LOUISIANA**

POLICY NUMBER: 0513-17

CATEGORY: Administrative Services

CONTENT: Travel Regulations

EFFECTIVE DATE: Readopted by LSU HCSD, June 19, 1996  
Revised and Reissued October 15, 2001  
Revised and Reissued July 1, 2002  
Revised and Reissued with Addendum July 1, 2003  
Reissued with Addendum July 1, 2004  
Revised and Reissued with Addendum July 13, 2005  
Revised and Re-Issued with Addendum June 30, 2006  
Revised and Re-Issued with Addendum July 17, 2007  
Reviewed: February 27, 2008  
Reviewed: August 3, 2009  
Reviewed/Revised: December 17, 2009  
Reviewed/Revised: July 20, 2010  
Reviewed/Revised: August 22, 2011  
Reviewed/Revised: August 2, 2012  
Reviewed/Revised: February 1, 2013  
Reviewed/Revised: July 17, 2013  
Revised: February 28, 2014  
Reviewed: February 17, 2016  
Reviewed: July 7, 2017

INQUIRIES TO: LSU Health Care Services Division  
Post Office Box 91308  
Baton Rouge, Louisiana 70821-1308  
Telephone: (225) 354-7008 Fax: (225) 354-7011

  
\_\_\_\_\_  
Deputy Chief Executive Officer  
LSU Health Care Services Division

7/13/17  
Date

  
\_\_\_\_\_  
Comptroller  
LSU Health Care Services Division

July 12, 2017  
Date

**I. Statement of Policy**

This policy stipulates the required authorizations for travel supported from LSU HCSD funds.

**II. Applicability**

This policy applies to all employees and other non employees who travel at the expense of LSU HCSD, and to all funds recorded in the financial system used by LSU HCSD.

LSU HCSD shall comply with all rules and regulations regarding travel as outlined in the "State Travel Guide", PPM 49 (attachment B) and subsequent revisions thereto which serve to supplement and revise in part with PM 13 (attachment C).

**III. Implementation**

This policy and subsequent revisions to the policy shall become effective upon approval, signature and date of the LSU HCSD Deputy CEO.

**IV. Delegation of Authority**

The following approvals have been delegated to the Deputy CEO for the FY 2016-2017 year per PM 13 (attachment A)

**V. Exceptions**

Any exception to this policy must be approved by the Deputy CEO of LSU HCSD. Requests for exception shall be submitted to the Deputy CEO for review and approval.