

Hello Everyone,

As you know, the university revised the FY 09-10 travel regulations effective Jan. 1 and made further revisions effective Jan. 19, which apply to all sources of funding. These documents are attached for your records.

As a result of these changes, we've received waivers from the 99 miles per trip limitation for in-state travel, and we'd like to make you aware of these options. Each of the waivers is attached here and will be available on our website, www.laseagrant.org.

1. Sea Grant personnel and personnel we fund across campus who travel to complete their research:

We have received a blanket waiver from the 99 miles per trip limit for in-state travel when applicable. The blanket approval applies in cases where specially equipped vehicles (such as towing a trailer or boat) or the transportation of equipment/supplies are required that a rental car could not easily accommodate.

2. Extension Agents domiciled OFF CAMPUS:

We have received a specific waiver that applies to you. As you have limited access to state vehicles and contracted car rental facilities, you are exempt from the 99 mile limitation. However, please understand this is only for those considered domiciled off campus. Extension personnel domiciled on campus, as with any other personnel, will only qualify for an exemption if they require a specially equipped vehicle or if they are transporting specialty equipment/supplies. The waiver for Extension Agents off campus includes in-state field travel as well as travel to meetings given their domicile.

3. Oyster Hatchery staff:

We have also received specific waivers that apply to Oyster Hatchery staff who travel to and from the Hatchery as well as for other hatchery-related research. However, please be advised this does not include a waiver of travel to meetings in which the state vehicle (if departing from campus) or a rental car should be used when exceeding the 99 mile round trip limitation.

Instructions if you qualify for a waiver:

If you qualify for a waiver for a trip that exceeds the 99 mile limitation for in-state travel, there are a few important steps that will guarantee that you do not get cut from Travel.

1. Under the **Purpose of Travel** section of the AS292 – the travel authorization (or on the AS300, Travel Reimbursement Request, if you have blanket authorization to travel), please provide a **justification** for using the waiver (such as, detailed equipment required for the trip). This will allow administration to verify that you qualify for a waiver and attach a copy of the applicable waiver to the voucher.
2. Once you have completed the travel, please indicate the waiver used (Equipment/Supplies transportation, Oyster Hatchery, or Extension) on the checklist that is now stapled to the DRAFT AS300 in BK's form box outside of room 237. (This is for Sea Grant personnel only.)
3. There is also place on the checklist to indicate where you used your LaCarte card while you were on travel. If you did use your LaCarte card, it would be helpful if you included copies of all \$0.00 balance required documentation with your voucher and mark the applicable check boxes. **This needs to be done whether or not you qualify for a waiver.**

The Blanket Field Authorization to Travel form for Sea Grant (which many of you will resign for next fiscal year) will be updated to include the information that if a traveler exceeds the 99 miles per trip in-state limitation set down by the revised Travel Regulations without meeting exemption criteria, he/she will be cut at 99 miles.

In those cases where a waiver does not apply as you have no special requirements justifying the use of your personal vehicle for trips over 99 miles in-state, please try to use the state vehicles or rent a car as indicated by the original PM-13 changes (Word document attachment) for trips exceeding 99 miles. Otherwise, if you exceed the 99 miles per trip limit regulation, you will only be reimbursed up to 99 miles.

Please contact via email at klea@lsu.edu or at 8-6445 if you have any questions.

Thank you.



Fiscal year 2011-2012

Louisiana Sea Grant College Program

July 1, 2011

Donna K. Torres, CPA
Associate Vice Chancellor for
Accounting and Financial Services
204 T Boyd Hall
Baton Rouge, LA 70803-2901

Dear Donna:

We are requesting a blanket waiver from the in-state 99 miles per trip limitation as stated in the Travel Regulations.

Sea Grant personnel are responsible at times for transporting samples and specialized equipment, and thus we would like to again be considered for the waiver, as applicable. It may apply to researchers whom we fund in other departments (with 167-xx-xxxx account numbers) who may tow boats as well as transport samples and specialized equipment, which a rental car would not accommodate. The waiver would apply to our state and federal grants/contracts, as well as unrestricted state funding when specially equipped vehicles or the transportation of equipment or supplies is required in order for the traveler to conduct research and/or perform their job duties.

We have set down internal policies for verifying when the waiver would be applicable, including requesting the traveler provide justification, and will attach required documentation to the travel voucher. We also encourage using our state vehicle if available or renting a car if the waiver would not apply; otherwise, the traveler would expect to be cut at 99 miles.

Thank you for your consideration of our request. We look forward to hearing from you.

Kelly M. Robertson, M.A., MPA
Business Manager
236 Sea Grant Bldg.
Louisiana State University
Baton Rouge, LA 70803-7507
Phone: (225) 578-6517
Fax: (225) 578-6331
krrobe@lsu.edu
<http://www.laseagrant.org/>

Louisiana State University
Office of Accounting Services

APPROVED

7/28/11
Amount To Travel Voucher of
Donna K. Torres, CPA
Associate Vice Chancellor for Accounting and Financial Services

*Does not apply to
travel to airport from
home, conference travel
or travel to remote
meetings*



LOUISIANA STATE UNIVERSITY

Louisiana Sea Grant College Program

July 1, 2011

Donna K. Torres, CPA
Associate Vice Chancellor for
Accounting and Financial Services
204 T Boyd Hall
Baton Rouge, LA 70803-2901

Fiscal year 2011-2012

Louisiana State University
Office of Accounting Services

APPROVED

7/25/11
(Attach To Travel Voucher)

Donna K. Torres, CPA
Associate Vice Chancellor for Accounting and Financial Services

1 of 2

Dear Donna:

We would like to request an exemption from the in-state 99 miles per trip limitation for our Extension staff (Area Agents), who share appointments with Sea Grant and the AgCenter. A list is attached, which includes name and region or department (on and off campus). They have received a waiver from the limitation when traveling under AgCenter accounts in previous fiscal years. We again request blanket exemption from the revised state travel regulations for all vehicular travel by Area Agents domiciled off campus for the 2011-2012 fiscal year.

As Extension personnel have regional travel responsibilities and many of them are domiciled off campus with limited access to state vehicles and/or car rental facilities, we are requesting a waiver for Sea Grant (Baton Rouge campus) accounts. They provide assistance to the coastal community and often must respond to needs on short notice and with the ability and need for a truck.

If this meets with your approval, please sign and return to me. If you have any questions, please contact me. Thank you for considering our requests.

Kelly M. Robertson, M.A., MPA
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7/25/11

Agents/Specialists and their Regions		Contact:
Southwest Region		Mary Baronet {mbaronet@agcenter.lsu.edu}
Thanh Bul-Asst. Area Agent-St. Mary, Iberia, and Vermilion Parishes	Regional Director Steven Linscombe	
Thomas Hymel-Area Agent-Iberia Research Station-Iberia, St. Martin, Lafayette, Vermilion, St. Landry, & Avoyelles Parishes		
Kevin Savoie-Area Agent-Waterheds-Cameron and Calcasieu Parishes		
Mark Shirley-Area Agent-Jefferson Davis, Vermilion, Acadia, St. Landry, Evangeline, Cameron, Calcasieu, Lafayette, Beauregard, & Allen Parishes		
Alan Matherne-Area Agent-Lafourche, Terrebone Parishes and Sea Grant offices		
Julie Falgout-Research Associate-LaFourche/Terrebone Parishes (domiciled)		
Southeast Region	Regional Director Bobby Fletcher	Karen Brewer {Kbrewer@agcenter.lsu.edu}
Carol Franze-Associate Area Agent		
Albert "Rusty" Gaude-Associate Area Agent-St. John, St. Charles, Jefferson		
Twyla Herrington-Associate Area Agent-Plaquemines, St. Bernard, and Orleans parishes		
On Campus (Statewide)	Department	
TBH-Director of Marine Extension	Sea Grant	Debbie Worthy
Julie Anderson-Assst. Professor and Specialist	School of Renewable Natural Resources	Nedra Wilson
Rex Caffey-Professor and Specialist	Ag Economics	Debra Boudreaux
Lucina Lampila-Associate Professor and Specialist	Food Science	Stephanie Jones
Brian LeBiano-Associate Professor and Specialist	W.A. Callegari Environmental Center	Sandra Rodriguez
Greg "Charles" Lutz-Professor and Specialist	Aquaculture	Pam Rupert
Maurice Wolcott-Instructor & Extension Specialist	Biological and Agricultural Engineering	Donna Elisar
Other off campus:		
John Bell	Food Science	Stephanie Jones
Victoria Bell	Sea Grant	



Louisiana Sea Grant College Program

Fiscal year 2011-2012

July 1, 2011

Donna K. Torres, CPA
Associate Vice Chancellor for
Accounting and Financial Services
204 T Boyd Hall
Baton Rouge, LA 70803-2901

Louisiana State University
Office of Accounting Services

APPROVED

7/25/11

(Attach To Travel Voucher)

Donna K. Torres, CPA

Associate Vice Chancellor for Accounting and Financial Services

Dear Donna:

Pursuant to the revised Travel Regulations, we would like to again request exemption from the 99 mile in-state limitation (per trip) for Dr. John Supan, who directs our Oyster Hatchery in Grand Isle, LA (which is over the limit one-way), and his staff, whom we will identify on travel vouchers with the approved waiver attached. They must transport samples to and from the hatchery site in personal vehicles frequently, and at times, must do so on short notice. Dr. Supan has documented in previous fiscal years that it is more cost effective for him to drive his personal vehicle than rent one traveling in this capacity.

I have discussed this request with Dr. Charles Wilson, LA Sea Grant's Executive Director, and he approves of it. We appreciate your consideration of this request. Please let me know if you require additional information.

Thank you,

Kelly M. Robertson, M.A., MPA
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