



CAMPUS CORRESPONDENCE

To: Deans, Directors and Department Heads

Date: August 11, 2009

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

Re: On-line Self-Booking Reservation System, GET THERE

LSU, in partnership with Carlson Wagonlit Travel, is in the process of implementing an on-line self-booking reservation system called **Get There**. This system will offer travelers the convenience of making their own travel arrangements on airfare, lodging and vehicle rentals - 24 hours a day. Carlson Wagonlit believes that Get There is the fastest, easiest to use, and most flexible booking engine on the market - relying on open-systems technology, a new user interface, and a host of advanced features.

Using the on-line self-booking system, travelers will be able to:

- Check flight schedules as well as rental car and hotel availability – all including negotiated discounts.
- View and book web-fare reservations on a single site.
- Make travel reservations and request tickets.
- Check up-to-the-minute flight status – arrival, departure and gate information.
- Obtain destination information prior to departure.
- Update their travel profile.

The booking fee will be at a 50% discount - **\$12**. In addition, if a traveler uses Get There for their air reservations, the traveler will be allowed to use their LaCarte card to pay for airfare, lodging and other reimbursable travel expenses. The only out-of-pocket expense for the traveler will be meal per diem. The traveler will be required to request reimbursement for meal per diem - meals will not be allowed on LaCarte.

While Get There is in the beta testing phase, Accounts Payable & Travel is working diligently to incorporate the addition of travel onto the LaCarte card. A spreadsheet will be attached if there are active LaCarte cardholders in your department. In order to have travel authority added, the spreadsheet must be completed by marking "Yes" or "No" for each cardholder, and the spreadsheet must be approved by the department head. The single purchase limit for travel will be \$5,000 (monthly limit of \$40,000). For employees who are not on the list, but do travel on university business, they are encouraged to complete a LaCarte Enrollment form and submit it to Accounts Payable to have a LaCarte card issued. Once the LaCarte card arrives, Accounts Payable will contact the employee to attend a LaCarte Distribution session to receive their card. The LaCarte Distribution session provides a brief overview of the LaCarte Card Program, which includes the cardholder's responsibility, allowable expenditures, and the reconciliation process in the on-line Procurement Card (PCARD) system.

Accounting Services and Accounts Payable & Travel are very proud to introduce this new on-line booking tool and the expansion of the LaCarte Card Programs. Offering LaCarte as a means of payment for travel expenses will alleviate the burden of out-of-pocket travel expenses and minimize Travel Expense Reimbursement Requests.

If you have any questions, please do not hesitate to contact me at 578-1623, Patrice Gremillion at 578-3366, or Lindsay Berthelot at 578-1538.

As always, thank you for continued support and cooperation.

xc: Chancellor Michael Martin
Provost Astrid Merget
Vice Chancellor Jerry Baudin