



Key Clarifications & Takeaways

Patrice Gremillion

Accounts Payable & Travel

Policy Statement 17, International Travel

- **PS-17, International Travel** has been posted on the website under Policy Statements and will also be made available on the AP & Travel website.
 - ▣ Export control requirement
 - ▣ Risk
 - ▣ Crisis management
- FASOP AS-18, High Risk Travel to Restricted Regions and Foreign Adversary Countries, will be removed from the websites.
- All requirements of FASOP AS-18 have been included in PS-17.
- There are no changes to the high-risk travel forms.
- **Reminder**: Allow processing time for the ITOC to review which includes the export control review.

Clarification: Foreign Adversary Countries

- The countries designated as foreign adversaries by the U.S. government are
 - **China (including Hong Kong and Macau)**
 - **Cuba**
 - **Iran**
 - **North Korea**
 - **Russia**
 - **Venezuela.**

- U.S. Department of State has China with a Travel Advisory of **Level 2, Exercise Increased Caution.** However, since **China is a foreign advisory country**, prior approval as referenced in PS-17, International Travel is required.

- Travelers should review the U.S. Department of State website for the Travel Advisory information for the country destination. The travel advisory is a report from the U.S. Department of State that describes the risks and recommended precautions for U.S. citizens in a foreign destination.

Spend Authorization Questionnaire (SAQ)

- **Effective January 1, 2026**, the Spend Authorization Questionnaire (i.e., SAQ) was significantly enhanced to capture additional information needed to comply with university policies and reporting requirements for travel outside the 50 United States.
- All travelers are required to complete the initial spend authorization questionnaire when creating a spend authorization.
- **Travelers who indicate that their trip includes travel outside the 50 United States will be prompted to complete a second questionnaire.** This additional questionnaire collects international-specific information that will assist with rapid location and communication to the travelers in the event of a crisis (e.g., mandatory evacuations, natural disasters, civil unrest).
- It is **imperative** that the SAQ be completed accurately. Weekly reports are generated to assist the Office of Global Engagement and the Office of Risk Management with future travel to foreign destinations.

LA Ethics Disclosure Form (413)

- LA Ethics (Form 413) Disclosure form will be rejected for these reasons:
 - ▣ Outdated form is completed.
 - ▣ Calendar year missing from the event date. The date format is MM/DD/YYYY.
 - ▣ Incomplete ethics form – all lines on the form must be completed.
 - ▣ Complimentary expenses must be in US Dollar and based on actual cost.
 - ▣ An acceptable signature is not provided. A font digital signature is unacceptable. A list of acceptable digital signatures are located on the AP & Travel website.

Special Meal Clarification

- PM-13, University Travel Regulations provides the special meal criteria.
- AS499 form is the official document used for special meal events and the event purpose is a key factor in determining whether the special meal criteria are met.
- If the alignment between the event purpose and the department's mission are not clearly documented on the AS499 form, the event may be disallowed.
- **Reminder:** The event purpose included in the initial submission is important to support a complete and consistent review process.

Upcoming Changes for PM-13 for July 1, 2026

- **Entity Head (or his designee) must approve all international travel**
 - ▣ Recommendation is for each campus to have a designated approver for international travel.
 - ▣ Workday configuration for Spend Authorization will be required to add an Entity Head approver.
 - ▣ More information will be provided once the process has been finalized.

- **Reminder: Spend Authorization must be approved prior to making any travel arrangements. Any expenses incurred prior to having the Spend Authorization fully approved may result in a personal expense.**



Congratulations LSU

On

10 Years

Of

Workday Excellence!