

# **Business Managers' Meeting**

October 8, 2024

# **Travel for Employees Requiring Additional Seating**

**Jennifer Driggers, Associate Director LaCarte and Travel Programs  
Accounts Payable and Travel**

**Jennie Stewart, ADA Coordinator  
Office of Civil Rights & Title IX**

# Business Travel for Employees Requiring Additional Seating

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- Seeing more requests for employees requiring more than one seat on flights
- Allowances for Employees Needing Additional Seating
  - Travel
  - Disability-based accommodation
- Standard Travel Allowances
- ADA Accommodations

# Accounts Payable & Travel

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***Jennifer Driggers***

Associate Director

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# Accommodations Required - Travel

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- Airfare
  - Premium economy
  - Business class
  - First class
  - Second seat
- Per Diem Meals:
  - Meals provided by host does not meet dietary requirement of traveler
- Rental Vehicles:
  - Vehicle size required is greater than an intermediate/standard due to a disability

Accommodation letter must be attached to the expense report

# Accommodations Not Required - Travel

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- Airfare:
  - Preferred seating (additional leg room) is limited to 10% of coach seating not to exceed \$100.00
  - Second seat required: traveler is allowed 1 ½ seats if no disability. Traveler is responsible for ½ of the cost of second seat. A justification must be attached to the expense report.

# Office of Civil Rights and Title IX

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***Jennie Stewart***

**ADA Coordinator**

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[ADA Employee Accommodations](#)

# What is a disability?

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- Physical or mental impairment that substantially limits one or more major life activities
- Major life activities
  - Walking, talking, thinking, dressing, toileting, immune function, etc.
- Accommodations must be tied to the limitations of the condition or treatment of the condition
- Obesity, solely, is not a disability
- Obesity and another condition are not enough
- Obesity arising from the condition, or treatment of the condition, may qualify as a disability



# Application for Accommodation

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- Complete application online <https://www.lsu.edu/engagement/ocr-tix/accessibility/accommodations.php>
- Submit supporting documentation via Healthcare Provider Form
- Eligibility determination by ADA Coordinator
- Accommodation determination – Interactive process
- Implementation
  
- Not an ER process – up to 30 days

**Questions?**

**Thank You!**  
Have a Great Day!