



Travel Updates



New Travel Agency

Christopherson Business Travel (CBT) Effective January 1, 2021

CBT University Travel Team

P: 800-961-0720

E: Statelaunivl@CBTravel.com

CBT Concur Travel Online Support

Monday – Friday 7a.m. – 7p.m. CT

P: 888-535-0179

E: OnlineSupport@CBTravel.com



Bus Charters

- ❑ Christopherson partnered with Short's Travel Management
- ❑ STM Ground Inc - STM Driven
1203 W. Ridgeway Avenue
Waterloo, IA 50701

Direct: 319-433-0851

Cell: 773-766-8123

Fax: 319-234-2490

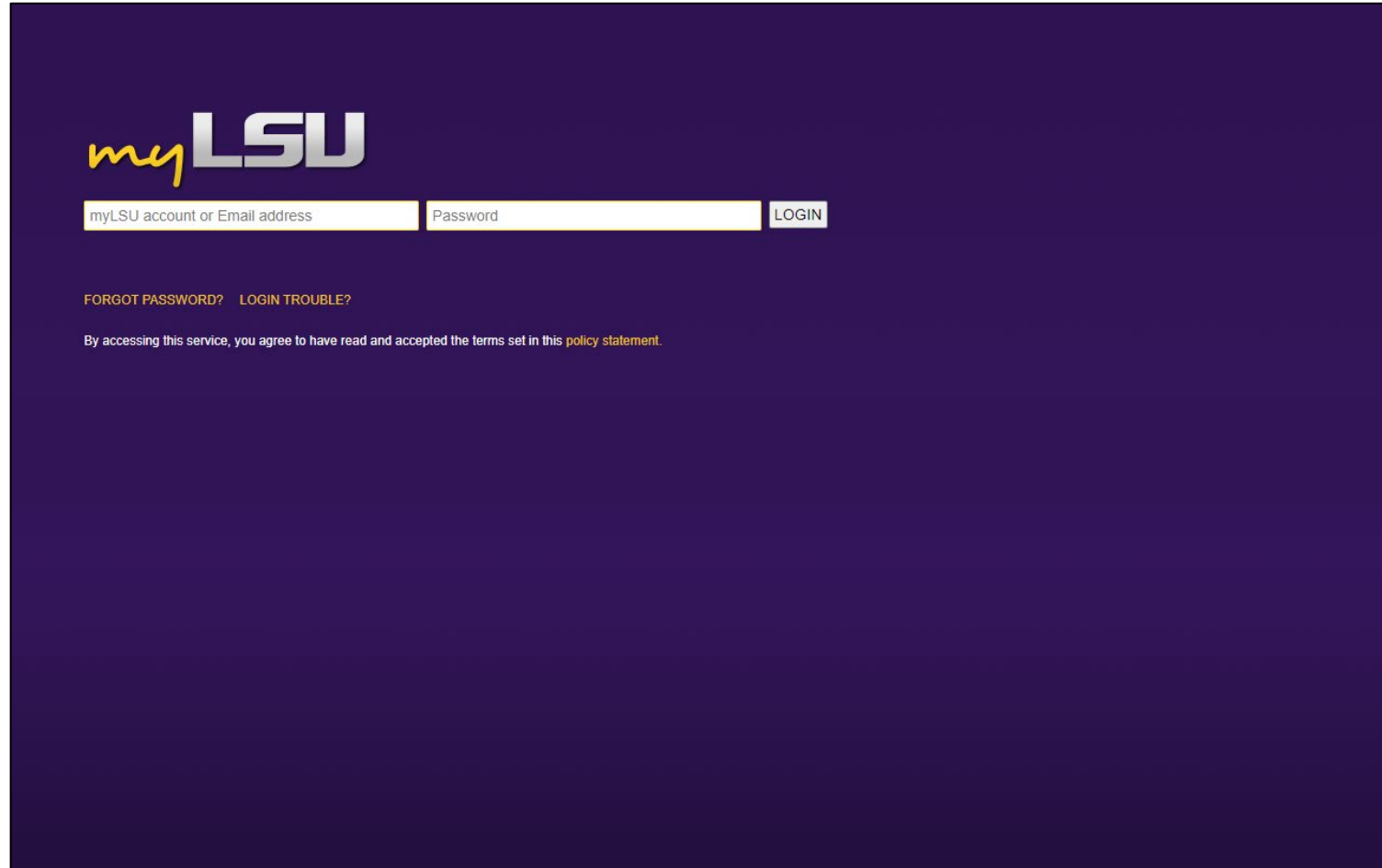
E-mail: Nick Gyllin: ngyllin@stmdriven.com

Concur Online Booking Tool

- ❑ Access Concur through CBT's AirPortal link
- ❑ HR Feed (integration)
 - ❑ Employees, including employed graduate students will have profiles created via HR Feed
 - ❑ HR status = Active
 - ❑ Eliminates the manual process for creating profiles
- ❑ Configuration and Testing
- ❑ Online booking tool will be available when all testing is completed



Single Sign-On: myLSU

The image shows a login page for myLSU. The background is a dark purple color. At the top left, there is a yellow and purple horizontal bar. The myLSU logo is in the top left corner of the page, with 'my' in yellow and 'LSU' in white. Below the logo are two input fields: one for 'myLSU account or Email address' and one for 'Password'. To the right of the password field is a 'LOGIN' button. Below the input fields, there are links for 'FORGOT PASSWORD?' and 'LOGIN TROUBLE?'. At the bottom, there is a line of text: 'By accessing this service, you agree to have read and accepted the terms set in this policy statement.'


myLSU

myLSU account or Email address Password LOGIN

[FORGOT PASSWORD?](#) [LOGIN TROUBLE?](#)

By accessing this service, you agree to have read and accepted the terms set in this [policy statement](#).

Single Sign-On: myLSU

 **geaux grants**

LSU BPM
LSU Faculty 360
myLSU Online Portal
GROK
Workspace
ITS Central

Search:

Expand All | Collapse All


- ▶ Personal Preferences
- ▶ Directory Information
- ▶ Campus Community
- ▶ Computing Services
- ▶ Department Resources
- ▶ Communications Resources
- ▶ Employee Resources
- ▶ Library Resources
- ▶ Financial Services
- ▶ Institutional Resources
- ▶ Planning Resources
- ▶ Research Support
- ▶ Registration Services
- ▶ Instructional Support
- ▶ Student Services
- ▼ **Travel Resources**
 - Christopherson Online Booking
- ▶ Workday Tenants
- ▶ Test Applications

College-Dedicated Faculty Support


Can't Find Your Moodle Courses?

Workday Access

Easy Way to Report Phish



LSU News



LSU Police Awarded National Law Enforcement Accreditation by CALEA

Khonsari Honored With NLGI Award

LSU CEE Professor Researches Safer Roads for Senior Citizens

After Historic 2020 Hurricane Season, LSU's Coastal Research Highlights Post-Storm Impacts

Tracking COVID-19 Trends in Hard-Hit States

Online Booking Tool Homepage

The screenshot displays the 'My Travel Dashboard' for Christopherson Business Travel. On the left is a dark sidebar menu with options: Collapse / Expand Menu, Dashboards, My Travel Dashboard (highlighted), Trips, Book Travel, Travel Approval, and Reporting. The main header features the 'CHRISTOPHERSON BUSINESS TRAVEL' logo and a user profile for 'Patrice Gremillion' with a dropdown menu containing: MY SETTINGS, TRAVEL AGENCY CONTACTS, VIEW TRAVEL PROFILE, GIVE FEEDBACK, and SIGN OUT. The dashboard content includes a 'My Trips' section with tabs for 'Current/Future' and 'Past', showing 'No matching records found'. A 'My Action Items' section lists three items, each with a count of 0: 'Travel Approval', 'Trips Missing H...', and 'Unused Tickets Expiring'.

CHRISTOPHERSON
BUSINESS TRAVEL

My Travel Dashboard ⚙️

My Trips

Current/Future | Past

No matching records found

My Action Items

- 0 Travel Approval
- 0 Trips Missing H...
- 0 Unused Tickets Expiring >

PG Patrice Gremillion ▾

- MY SETTINGS
- TRAVEL AGENCY CONTACTS
- VIEW TRAVEL PROFILE
- GIVE FEEDBACK
- SIGN OUT

Training Schedule

- ❑ Christopherson will conduct virtual trainings of the online booking tool.
- ❑ The training schedule will be listed on the AP & Travel website under TRAVEL.
- ❑ Participants should register via **LSU Training and Event Registration** to select a training date.

Thursday, Jan 7	10:00 -11:00am CT
Monday, Jan 11	1:30 - 2:30pm CT
Wednesday, Jan 13	10:00 – 11:00am CT
Wednesday, Jan 20	1:30 – 2:30 pm CT
Thursday, Jan 21	1:30 – 2:30 pm CT
Tuesday, Jan 26	10:00 – 11:00am CT

CBT Tutorials

- ❑ Updating Travel Profile
- ❑ Booking Airfare
- ❑ Booking Car Rental
- ❑ Booking Hotel
- ❑ Requested a Tips and Tricks!



Travel Restrictions/Approvals

Domestic Travel

- ❑ Business travel is limited and subject to additional approvals
- ❑ Domestic travel request requires approvals via TEMP1 form (Request for Domestic Travel during COVID-19 Outbreak)

International Travel

- ❑ Business travel is prohibited

AP & Travel Website

Travel

IMPORTANT TRAVEL UPDATES

TEMP1, REQUEST FOR DOMESTIC TRAVEL DURING COVID-19 OUTBREAK

TRAVEL INDUSTRY CLEANLINESS AND SAFETY MEASURES

NEW TRAVEL AGENCY

Christopherson Business Travel (CBT)

Christopherson Fees

CBT Online Booking System

CBT Training Schedule

CBT Tutorials