



NORTHWESTERN STATE

Business Affairs

TO: NSU Employees
FROM: Business Affairs/Travel
Re: Travel Update Memo
Date: January 5, 2026

Mileage Rate

The mileage rate for personal vehicle reimbursement is **\$0.725 per mile** for a maximum of 200 miles as of January 1, 2026.

Bank of America One-Time Passcode Enhancement (OTP)

All Travel Card Program Participants should submit their cell phone number to travel@nsula.edu to ensure that Bank of America has a current mobile phone number for each cardholder.

Bank of America is enhancing security for online purchases made with Bank of America Commercial and Corporate Cards. Between January and March 2026 Bank of America will require a One-Time Passcode for online transactions.

This added layer of protection will:

- Enable cardholders to make real-time decisions at the point of sale.
- Reduce transaction declines.
- Strengthen cardholder security.

TSA Fee

Effective February 1, 2026, all travelers flying on behalf of the State of Louisiana will be required to present either a valid U.S. passport or a REAL ID-compliant identification ([TSA Introduces New \\$45 Fee Option for Travelers Without REAL ID Starting February 1 | Transportation Security Administration](#)).

Please note that travelers who do not provide one of these accepted forms of identification will incur an additional \$45.00 fee, which will be the responsibility of the traveler and will not be reimbursed. We strongly encourage all travelers to verify their identification well in advance to avoid any additional fees or travel disruptions.

Baton Rouge Airport Parking

Baton Rouge Airport Parking will now offer ticketless express pay, which allows travelers to sign up—at their discretion—using their personal credit card (not a State-issued card) and be charged automatically when exiting through the ticketless booth.

If you choose to use the ticketless express pay option, you will not receive the State's discounted rate of \$8.00 per day. To receive the State discount, you must exit through the lane marked State Government or through a lane staffed with a parking attendant to give them the required documentation.