

GENERAL:

TRAVEL AUTHORIZATION:

All non-routine travel must be authorized and approved in writing by the head of the department, board, or commission from whose funds the traveler is paid.

Routine Lodging Overage Allowances: (Receipt required)

A Department Head or his/her designee has the authority to approve actual cost for routine lodging provisions on a case by case basis not to exceed **fifty percent** over PPM-49 current listed rates. Justification must be maintained in the file to show that attempts were made with hotels in the area to receive the state/best rate. In areas where the Governor has declared an emergency, a Department Head or his/her designee will have the authority to approve actual routine lodging provisions on a case by case basis not to exceed seventy-five percent over PPM-49 current listed rates.

Single Day Travel: Meals are not eligible for reimbursements on single day travel. This means that when an authorized traveler of the State is in travel status where no overnight stay is required, no meals are eligible for reimbursement. Each Department Head or their designees are to determine the reasonableness of when an overnight stay is justified. However, the Department Head will be allowed to authorize Single Day meal reimbursements on a case-by-case basis or by type(s) of single day travel when it is determined to be in the best interest of the department. In those cases, the department must keep the approvals in the travel file and **must be responsible** to take appropriate steps to report the reimbursement as wages to the employee. If a Department Head or his/her designee determines that Single Day Meals will be provided for, they must follow the following allowances:

To receive any meal reimbursement on single day travel, an employee must be in travel status for a minimum of 12 hours.

The maximum allowance for meal reimbursement for single day travel will be \$30.00.

Breakfast and Lunch: (\$20.00) The 12 hour travel duration must begin at or before 6 a.m.

Lunch: (\$12.00) Requires 12 hours duration in travel status.

Lunch and Dinner: (\$30.00) The 12 hour travel duration must end at or after 8 p.m.

Travel with Overnight Stay: Travelers may be reimbursed for meals according to the following schedule.

Breakfast: When travel begins at/or before 6 a.m. of the first day of travel or extends beyond 9 a.m. on the last day of travel, and for any intervening days.

Lunch: When travel begins at/or before 10 a.m. of the first day of travel or extends beyond 2 p.m. on the last day of travel, and for any intervening days.

Dinner: When travel begins at/or before 4p.m. of the first day of travel or extends beyond 8 p.m. on the last day of travel, and for any intervening days.

Meals Allowance – Including Tax and Tips

Receipts are not required for routine meals within these allowances.

Partial meals such as continental breakfast or airline meals are not considered meals. If meals of state officials on actual exceed these allowances, receipts are required. **Inclusion of suburbs is allowed for meals on a case by case basis.**

Routine Lodging Allowances – Employees will be reimbursed lodging rate, plus tax and any mandatory surcharge. (Receipts are Required)For lodging rates, the inclusion of suburbs shall be determined by the department head on a case-by-case basis. When two or more employees on official state business share a lodging room, the State will reimburse the actual cost of the room; subject to a maximum amount allowed for an individual traveler times the number of employees.

Department head approval must be provided to allow lodging expenses to be direct billed to an agency.

| | <u>Tier I</u> |
|------------------|----------------------|
| Breakfast | \$ 8 |
| Lunch | \$12 |
| Dinner | \$18 |
| | \$38 |

| <u>LODGING:</u> | <u>Routine Lodging</u> |
|------------------------------------|-------------------------------|
| In-State Cities (except as listed) | \$70 |
| Baton Rouge – EBR | \$103 |
| Covington/Slidell – St. Tammany | \$99 |
| Lake Charles – Calcasieu | \$82 |
| Lafayette | \$89 |

| | <u>Tier II</u> |
|------------------|-----------------------|
| Breakfast | \$10 |
| Lunch | \$14 |
| Dinner | \$24 |
| | \$48 |

| <u>LODGING:</u> | <u>Routine Lodging</u> |
|--|-------------------------------|
| New Orleans, Orleans, St. Bernard, Jefferson, Plaquemines Parishes (July 1 – Sept. 30) | \$104 |
| New Orleans, Orleans, St. Bernard, Jefferson, Plaquemines Parishes (Oct. 1 – June 30) | \$133 |
| Out-of-State (Except Cities listed in Tier III & IV) | \$85 |

| | <u>Tier III</u> |
|------------------|------------------------|
| Breakfast | \$12 |
| Lunch | \$16 |
| Dinner | \$24 |
| | \$52 |

| <u>LODGING :</u> | <u>Routine Lodging</u> |
|---|-------------------------------|
| Atlanta, Austin, Cleveland, Dallas/Fort Worth | \$135 |
| Denver, Detroit, Fort Lauderdale, Galveston, Hartford, Houston, Kansas City, Las Vegas, Los Angeles, Miami, Minneapolis/ST. Paul, Nashville, Oakland, CA., Orlando, Philadelphia, Phoenix, Pittsburgh, Portland, Me, Portland, OR., Sacramento, San Antonio, San Diego, St. Louis, Tampa, Wilmington, DE, Puerto Rico, Virgin Islands, all of Alaska and Hawaii, Guam, American Samoa | |

| | <u>Tier IV</u> |
|------------------|-----------------------|
| Breakfast | \$13 |
| Lunch | \$18 |
| Dinner | \$29 |
| | \$60 |

| <u>LODGING:</u> | <u>Routine Lodging</u> |
|--|-------------------------------|
| Baltimore MD, Seattle, WA, San Francisco, CA | \$175 |
| Alexandria, VA, Arlington, VA, Boston, MA, | |
| New York City, Washington, DC | \$225 |
| Chicago, IL, International Cities | \$200 |

AIRFARE: Remember, while use of the contract travel agency is mandatory: purchase of state contract airfare is not mandatory.

The State Travel Office strongly encourages use of lowest logical airfares, **NOT** state contract fares. The State always supports purchasing the “best value” ticket. You should ask the state’s contracted travel agency to check for the lowest logical rates based on your personal needs.

Remember, PPM49, Section 1504 B2 (d) states “The policy regarding airfare penalties is that the State will pay for the airfare and/or penalty incurred for a change or cancellation if required by the State or other unavoidable situations approved by the agency’s department head.

State contract airfares are for official business only. **No personal use.**

When Selecting State Contract Airfare, traveler must pay by either the State’s Corporate Travel Card or the agency’s CBA (Controlled Billing Account).

REMEMBER– A ticket is not purchased until you confirm your reservations with a credit card.

MILEAGE:

Reimbursement from official domicile to area of travel based on most direct route. Mileage shall be reimbursable on the basis of **\$0.48** per the following:

For official In-State business travel

1. Employee should utilize a state vehicle when available
2. Employee may rent a vehicle from Enterprise Rent-A-Car’s State Motor Pool Rental Contract, if state vehicle is not available;
3. If an employee elects to use his/her personal vehicle, reimbursement may not exceed a maximum of 99 miles per round trip and/or day at **\$0.48** cents per mile.

RENTAL CARS (Receipt Required)

In-State Vehicle Rental. The State has contracted with Enterprise Rent-A-Car for the State Motor Pool Rental Contract which **use is mandatory**

| | <u>In-State Motor Pool Rentals</u> | | |
|-----------------------|---|-----------------|------------------|
| Compact- | \$ 32.00 | \$176.00 weekly | \$640.00 monthly |
| Mid-size/Intermediate | \$34.00 | \$187.00 weekly | \$680.00 monthly |

Only the rental of compact or mid-intermediate model is reimbursable, unless non-availability is documented, or the vehicle will be used to transport more than two persons. Refer to PPM49 for additional rates/information and to determine the insurance coverage that is reimbursable. Written approval from the department head prior to departure is required

Gasoline (Receipt Required)

Reimbursements require a receipt for regular unleaded gasoline, or diesel when applicable. This applies for both state owned vehicles and rental vehicles, as mid-grade, super, plus or premium gasoline is typically not necessary.

ENTERPRISE CAR RENTAL: National Account Number: NA1403
RESERVATIONS (24/7) 1-800-RENT-A-CAR OR ENTERPRISE .COM

| <u>Out-of-State</u> | <u>Phone Number</u> | <u>Corporate Discount #'s</u> |
|----------------------------|----------------------------|--------------------------------------|
| Avis | 1-800-331-1212 | A628000 |
| Budget | 1-800-527-0700 | T243800 |
| Dollar | 1-800-800-3665 | TA8565 |
| Enterprise | 1-800-736-8222 | X214070 |
| Hertz | 1-800-654-3131 | 70592 |
| National | 1-800-227-7368 | 5004172 |
| Thrifty | 1-800-847-4389 | 0010176533 |

TAXI: (Shuttles, Airport limousines, etc.)

The cost of public ground transportation such as buses, subways, airport shuttle/limousines, and taxis are reimbursable when the expenses are incurred as part of approved state travel. Airport Shuttle/limousines and taxi reimbursements, including tip, requires a receipt to account for total

daily amount claimed. A driver's tip for shuttles/limousines and taxis may be given and must not exceed 15% of total charge. Amount of tip must be included on receipt received from driver/company. All other forms of public ground transportation are limited to \$15 per day without a receipt, claims in excess of \$15 per day requires a receipt. At the agency's discretion, the department head may implement an agency wide policy requiring receipts for all public transportation request less than \$15 per day.

PARKING:

Airport Parking Contracts:

Baton Rouge Airport: the state's current contract rate is \$3.50 per day (no receipt required). for parking in the indoor parking garage as well as the outside fenced parking lot at the airport. Documentation required to receive the contract price is either **state ID** or **travel itinerary** issued by the state contracted travel agency designating the employee is on "official state business". At the agency discretion an employee may be paid actual expenses up to \$5.00 per day with receipt.

New Orleans Airport – Park'N Fly: The state's contract rate is \$6.00 per day, \$36.00 weekly at Park' N Fly (no receipt required). Park' N Fly requires agency issued photo ID, business card, state issued corporate card or flight itinerary. At the agency discretion an employee may be paid actual expenses up to \$8.00 per day with a receipt.

For areas other than the above contracts:

Up to \$5.00 can be reimbursed without a receipt. Anything over this amount must have a receipt.

REIMBURSEMENT FOR OTHER EXPENSES

TELEPHONE:

Official State Business:

All charges must have a receipt. All communication expenses shall be relative to official state business and should be so indicated on the travel expense voucher.

Internet Access charges for official state business from hotels or other travel locations are treated the same as business telephone charges. (Receipts Required)

Personal Calls:

Domestic Overnight Travel: up to \$3.00 in personal calls upon arrival at each destination and up to \$3.00 for personal calls every second night after the first night if the travel extends several days.

International Travel: up to \$10 in personal calls upon arrival at each destination and up to \$10 for personal calls every second night after the first night if the travel extends several days.

BAGGAGE TIPS:

Hotel Allowances – Not to exceed \$3 tip per hotel check-in and \$3 tip per hotel checkout, if applicable.

Airport Allowances – Not to exceed \$3 tip for airport outbound departure trip and \$3 tip for inbound departure trip.

LUGGAGE ALLOWANCE: (Receipt Required)

A Department Head or his designee may approve reimbursement to a traveler for airline charges for first checked bag for a business trip of 5 days or less and for a second checked bag for a 6 – 10 day business trip and/or any additional baggage which is business related and required by the department. The traveler must present a receipt to substantiate these charges.

Travelers will be reimbursed for excess baggage charges (overweight baggage) only in the following circumstances:

- When traveling with heavy or bulky materials or equipment necessary for business.
- The excess baggage consists of organization records or property.

INTERNATIONAL TRAVEL

International travel must be approved by the Commissioner of Administration, or the entity head or his designee for Higher Education entities prior to departure, unless specific authority for approval has been delegated to a department head. Request for approval must be accompanied by a detailed account of expected expenditures (such as room rate/date, meals, local transportation, etc.) and an assessment of the adequacy of this source to meet such expenditures without curtailing subsequent travel plans.

International travelers will be reimbursed the **Tier IV** area rates for meals and lodging, unless U.S. State Department rates are requested and approved by the Commissioner of Administration prior to departure. Itemized Receipts are required for meals and lodging claimed at the U.S. State Department rates.

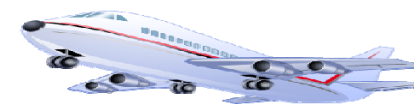
WAIVERS

The Commissioner of Administration may waive in writing any provision in PPM 49 when the best interest of the state will be served.

PLEASE REVIEW PPM 49 THOROUGHLY BEFORE MAKING YOUR TRAVEL ARRANGEMENTS TO ENSURE COMPLIANCE AND FOR PROPER REIMBURSEMENTS.

TRAVEL TIPS:

1. Plan ahead. If you have a unique situation coming up and unsure what is the proper protocol or method to handle something, call your Travel Coordinator and ask. Many questions can be answered by visiting our web site.
2. Submit Travel Authorization and request special approvals prior to travel taking place.
3. Obtain all necessary signatures before submitting the expense account for processing.
4. Attach all required receipts to the expense account.
5. Adequate justification should be provided for any unusual expense.
6. Foreign exchange rate should be provided for any unusual expense.
7. Turn in Travel Expense Account immediately upon returning from trip to ensure timely reimbursement.
8. Attach a copy of the Travel Authorization if single trip or conference/convention.



Web Site:

www.doa.louisiana.gov/osp/travel

Prepared by:

Division of Administration

La. State Travel Office

225-342-6322

**LOUISIANA STATE
EMPLOYEES**

FISCAL YEAR

2010-2011

**POCKET GUIDE TO
TRAVEL REGULATIONS**

For more detailed guidelines,
refer to PPM No. 49 - General
Travel Regulations
(Effective July 1, 2010)

**ALL AIRFARE MUST BE BOOKED
THROUGH SHORT'S TRAVEL AGENCY.
SEE BELOW**

CONTRACTED TRAVEL AGENCY

**SHORT'S TRAVEL MANAGEMENT d/b/a
SHORTS TRAVEL SERVICE**

Waterloo, IA

Toll free (888) 846-6810

Fax: (319) 433-0847

Email: state@shortstravel.com

Website: www.shortstravel.com/la

**** PLEASE NOTE THAT THERE IS A \$15 CHARGE
PER CALL FOR AFTER HOUR EMERGENCY
SERVICE 1-888-846-6810**

After 5 p.m. and on weekends. **This service is for emergency
travel only and not for booking advanced travel.**