

**ADDENDUM**

Use of state vehicle required; if not available, car rental required.

Mileage allowance remains at \$0.48/mile – maximum 99 miles effective 12-21-2009

<b>2010 – 2011 Meal/Lodging Allowances</b>	
<b>No meals for single day travel.</b>	
<b>Tier I</b>	
Breakfast      \$8	Must begin travel prior to 6:00 am
Lunch            \$12	Must begin travel prior to 10:00 am
Dinner <u>\$18</u>	Must begin prior to 4:00 pm and end 8:00 pm or later
\$38	
<b>Lodging:</b>	Routine Lodging
<b>In-state cites except as listed</b>	<b>\$70 – maximum allowed unless city is listed below in Tier I</b>
Baton Rouge EBR	\$103
Covington/Slidell – St. Tammany	\$99
Lafayette	\$89
Lake Charles, Calcasieu	\$82
<b>Tier II</b>	
Breakfast      \$10	Must begin travel prior to 6:00 am
Lunch            \$14	Must begin travel prior to 10:00 am
Dinner <u>\$24</u>	Must begin prior to 4:00 pm;
\$48	end 8:00 pm or later
<b>Lodging</b>	Routine Lodging
New Orleans – Orleans, St. Bernard, Jefferson and Plaquemines Parishes July 1 – Sept 30	\$104
New Orleans – Orleans, St. Bernard, Jefferson and Plaquemines Parishes Oct 1 – June 30	\$133
<b>Out-of-State except Cities listed in tier III &amp; IV</b>	<b>\$85 – maximum allowed unless city is listed below in Tier II or III</b>
<b>Tier III</b>	
Breakfast      \$12	Must begin travel prior to 6:00 am
Lunch            \$16	Must begin travel prior to 10:00 am
Dinner <u>\$24</u>	Must begin prior to 4:00 pm;
\$52	end 8:00 pm or later
<b>\$135.00</b>	Includes: Austin, TX; Atlanta, GA; Cleveland, OH; Dallas/Fort Worth, TX; Denver, CO; Detroit, MI; Ft. Lauderdale, FL; Galveston, TX; Hartford, CT; Houston, TX; Kansas City, MO; Las Vegas, NV; Los Angeles, CA; Miami, FL; Minneapolis/St. Paul, MN; Nashville, TN; Oakland, CA; Orlando, FL; Pittsburgh, PA; Portland, ME; Portland, OR; Sacramento, CA; San Antonio, TX; San Diego, CA; St. Louis, MO; Tampa, FL; Wilmington, DE; all of Alaska or Hawaii; Puerto Rico, Virgin Islands, American Samoa; Guam
<b>Tier IV</b>	
Breakfast      \$13	Must begin travel prior to 6:00 am
Lunch            \$18	Must begin travel prior to 10:00 am
Dinner <u>\$29</u>	Must begin prior to 4:00 pm;
\$60	end 8:00 pm or later
<b>Lodging:</b>	Routine Lodging
Baltimore, MD; San Francisco, CA; Seattle, WA	\$175
Alexandria, VA; Arlington, VA; Boston, MA; New York City, NY; Washington, DC	\$225
Chicago, IL and international cities	\$200
<b>International Cities</b>	
<b>Requires prior approval for travel from the Division of Administration in addition to Chancellor and President of LCTCS</b>	

**Driver's safety authorization must be completed every three years – see Facilities for more details.**

Any persons who are not official state employees must sign a Hold Harmless Agreement Form, located at Office of State Travel's website, <http://www.doa.louisiana.gov/osp/travel/forms.htm> prior to riding in or driving a state-owned vehicle or rental vehicle on behalf of the State. Each agency is responsible in ensuring that this along with any other necessary documents are completed and made part of the travel file prior to travel dates.

- For official in-state business travel
  - Employee should utilize a state vehicle when available
  - Employee may rent a vehicle from the Enterprise Rent-A-Car's State Motor Pool Rental Contract, if state vehicle is not available; or
  - 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 48 cents per mile.

## **B. Funds for Travel Expenses**

**1. Persons traveling on official business will provide themselves with sufficient funds for all routine travel expenses that cannot be covered by the corporate travel card. Advances of funds for travel shall be made only for extraordinary travel and should be punctually repaid when submitting the Travel voucher covering the related travel, not later than the fifteenth day of the month following the completion of travel.**

**2. Exemptions: At the Agency's discretion, cash advances may be allowed for:**

**a. employees whose salary is less than \$30,000/year.**

**b. employees who accompany and are responsible for students.....**

**c. new employees who are infrequent travelers or had not had time to apply for and receive the state's corporate travel card.**

**f. advanced ticket/lodging purchase**

Travel Guide for 2010-2011 can be reviewed in full at [www.doa.louisiana.gov/osp/travel](http://www.doa.louisiana.gov/osp/travel)