

ADDENDUM

2009 – 2010 Meal/Lodging Allowances

No meals for single day travel.

Tier I		
Breakfast	\$8	Must begin travel prior to 6:00 am Must begin travel prior to 10:00 am Must begin prior to 4:00 pm; end 8:00 pm or later
Lunch	\$12	
Dinner	<u>\$18</u> \$38	
Lodging:		Routine Lodging
In-state cites except as listed		\$70
Baton Rouge EBR		\$101
Covington/Slidell – St. Tammany		\$96
Lafayette		\$86
Lake Charles, Calcasieu		\$80
Tier II		
Breakfast	\$10	Must begin travel prior to 6:00 am Must begin travel prior to 10:00 am Must begin prior to 4:00 pm; end 8:00 pm or later
Lunch	\$14	
Dinner	<u>\$24</u> \$48	
Lodging		Routine Lodging
New Orleans – Orleans, St. Bernard, Jefferson and Plaquemines Parishes July 1 – Sept 30		\$101
New Orleans – Orleans, St. Bernard, Jefferson and Plaquemines Parishes Oct 1 – June 30		\$140
Out-of-State except Cities listed in tier III & IV		\$85
Tier III		
Breakfast	\$12	Must begin travel prior to 6:00 am Must begin travel prior to 10:00 am Must begin prior to 4:00 pm; end 8:00 pm or later
Lunch	\$16	
Dinner	<u>\$24</u> \$52	
\$135.00	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	
Tier IV		
Breakfast	\$13	Must begin travel prior to 6:00 am Must begin travel prior to 10:00 am Must begin prior to 4:00 pm; end 8:00 pm or later
Lunch	\$18	
Dinner	<u>\$29</u> \$60	
Lodging:		Routine Lodging
Baltimore, Boston, San Francisco, Seattle		\$175
Alexandria, VA; Boston, MA; New York City, NY; Washington, DC		\$225
Chicago, IL and international cities		\$200
International Cities		
Requires prior approval for travel from the Division of Administration in addition to Chancellor and President of LCTCS		

Conference Lodging (requires agenda and prior approval)

Conference Lodging: Employees will be reimbursed lodging rate, plus tax and any mandatory surcharge. Department Head or his designee have the authority to approve the actual cost of conference lodging, for a single occupancy standard room, when the traveler is staying at the designated conference hotel – the lowest designated conference hotel should be utilized, if available. In the event the designated conference hotel(s) have no room availability, a Department Chair/Supervisor may approve to pay actual hotel cost not to exceed the conference lodging rates for other hotels located near the conference hotel.

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