**GENERAL:**

**TRAVEL AUTHORIZATION:**
All non-routine travel must be authorized with prior approvals in writing by the Head of the Department, Board, or Commission from whose funds the traveler is paid.

**Contracted Hotel Services**
The state has a contract for hotel services with HotelPlanner. This contract may be utilized by all authorized travelers, contractors, board members, and students who are traveling on behalf of State of Louisiana. Note: Travelers will be responsible for adhering to the hotel’s cancellation policy that is set by the hotel when booking through HotelPlanner.

**Meals Allowance – Including Tax and Tips**
Receipts are not required for routine meals within these allowances unless a cash advance was received. (See Section 1503.B.2) Number of meals claimed must be shown on travel voucher. For meal rates, the inclusion of suburbs (see definition of suburb) shall be determined by the Department Head on a case-by-case basis.

**Travel with Overnight Stay:** Travelers may be reimbursed for meals according to the following schedule (minimum of 12 hours in travel status).

<table>
<thead>
<tr>
<th>Lunch</th>
<th>Dinner</th>
</tr>
</thead>
<tbody>
<tr>
<td>$18</td>
<td>$30</td>
</tr>
</tbody>
</table>

**Routine Lodging Allowances** – The state has contracted for all hotel expenditures through HotelPlanner, Lodging rate, plus tax and any mandatory surcharge are allowed. (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 an official state business share a lodging room, the State will allow the actual cost of the room; subject to a maximum amount allowed for an individual traveler times the number of employees.

**Tier I**

<table>
<thead>
<tr>
<th>Tier</th>
<th>Breakfast</th>
<th>Lunch</th>
<th>Dinner</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>$10</td>
<td>$14</td>
<td>$29</td>
</tr>
</tbody>
</table>

**Tier II**

<table>
<thead>
<tr>
<th>Tier</th>
<th>Breakfast</th>
<th>Lunch</th>
<th>Dinner</th>
</tr>
</thead>
<tbody>
<tr>
<td>II</td>
<td>$13</td>
<td>$18</td>
<td>$30</td>
</tr>
</tbody>
</table>

**Tier III**

<table>
<thead>
<tr>
<th>Tier</th>
<th>Breakfast</th>
<th>Lunch</th>
<th>Dinner</th>
</tr>
</thead>
<tbody>
<tr>
<td>III</td>
<td>$13</td>
<td>$18</td>
<td>$33</td>
</tr>
</tbody>
</table>

**Tier IV**

<table>
<thead>
<tr>
<th>Tier</th>
<th>Breakfast</th>
<th>Lunch</th>
<th>Dinner</th>
</tr>
</thead>
<tbody>
<tr>
<td>IV</td>
<td>$14</td>
<td>$21</td>
<td>$36</td>
</tr>
</tbody>
</table>

**LODGING:**

<table>
<thead>
<tr>
<th>Tier</th>
<th>LODGING: Routine Lodging</th>
</tr>
</thead>
<tbody>
<tr>
<td>IV</td>
<td>Out-of-State (Except Cities listed in Tier III &amp; IV) $96</td>
</tr>
</tbody>
</table>

**MILEAGE:**

Reimbursement from official domicile to area of travel based on direct route. Mileage shall be reimbursable on the basis of $0.57 per the following:

1. For official In-State business travel
2. Employee may rent a vehicle from Enterprise Rent-A-Car’s State Motor Pool Rental Contract, if state vehicle is not available and travel exceeds 100 miles; or
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 (or the return to domicile) at $0.57 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. In-State Motor Pool Rentals

<table>
<thead>
<tr>
<th>Model</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sox</td>
<td>$250</td>
</tr>
</tbody>
</table>

**Mileages:**

<table>
<thead>
<tr>
<th>Miles</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less</td>
<td>0.55</td>
</tr>
<tr>
<td>More</td>
<td>0.60</td>
</tr>
</tbody>
</table>

**Intermediate**

<table>
<thead>
<tr>
<th>Miles</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less</td>
<td>0.50</td>
</tr>
<tr>
<td>More</td>
<td>0.60</td>
</tr>
</tbody>
</table>

**Out-of-State Vehicle Rental (Receipt Required)**

**OUT-OF-STATE Vehicle Rental Mandatory.**

The State has contracted for rental vehicles for domestic, out-of-state travel, excluding Louisiana and international travel, utilizing the State of Louisiana’s Out-of-State Contracts, which are mandatory. The State of Louisiana has contracted with participating vendors include Enterprise Rent-A-Car, National Car Rental and Hertz Car Rental Corporation. The traveler’s discretion which rental company is utilized. Pricing includes CDW/collision damage waiver and a million dollar liability insurance.

**Lodging Rates**

- New Orleans, Orleans, St. Bernard, Jefferson, and Plaquemines Parishes:
  - July–Sept: $1127
  - June–Sept: $136
- New Orleans, Orleans, St. Bernard, Jefferson, and Plaquemines Parishes:
  - Oct–Jan: $1452
  - Oct–Dec: $136
- New Orleans, Orleans, St. Bernard, Jefferson, and Plaquemines Parishes:
  - Feb–June: $1452
  - Jan–May: $158

**Out-of-State: (Except Cities listed in Tier III & IV)**

- $96

**Mileage Rates:**

- 120: $0.57 per mile
- 90: $0.57 per mile
- 60: $0.57 per mile
- 30: $0.57 per mile

**City Travel Rates:**

- Alexandria/Leesville: $96
- Baton Rouge – EBR: $100
- Covington/Stiddell – St. Tammany: $96
- Lafayette: $96
- Lake Charles – Calcasieu: $96

**Emergency Mileage Rates:**

- Less than 10 miles: $0.75
- More than 10 miles: $0.45

**Car Rental Rates:**

- Enterprise: $225

**Airfare:**

- Must use lowest logical airfare
- Reimbursable if documented
- Must use lowest logical airfare
- Reimbursable if documented
Out of-State Hertz Car Rental Contract

<table>
<thead>
<tr>
<th>Class</th>
<th>Rate</th>
<th>Per Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Compact</td>
<td>$31.00</td>
<td>$155.00</td>
</tr>
<tr>
<td>Intermediate</td>
<td>$34.75</td>
<td>$165.00</td>
</tr>
<tr>
<td>Out of State</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Phone Number</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hertz</td>
<td>1-800-654-3131</td>
<td>709592</td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Out of State</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Phone Number</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Enterprise</td>
<td>1-800-RENT-A-CAR</td>
<td>NA1403</td>
</tr>
<tr>
<td>National</td>
<td>1-877-222-9688</td>
<td>NA1403</td>
</tr>
<tr>
<td>National</td>
<td>1-877-222-9688</td>
<td>NA1403</td>
</tr>
</tbody>
</table>

Gasoline (Receipt Required)

Reimbursements require an original receipt, regular unleaded gasoline must be used or diesel when applicable. This applies for both state owned vehicles and rental vehicles, as mid-grade, super, plus or premium gasoline are not necessary. No travelers may purchase prepaid fuel. If traveler utilizes anything other than regular unleaded gasoline, unless vehicle requires diesel or any other manufactory mandated grade, without justification and prior approval from the agency Department Head, traveler must reimburse the agency the difference between what was paid and the state average gasoline rate.

Public Ground Transportation: (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. See receipt requirements below.

If utilizing Uber or Lyft type services, only standard size vehicles is reimbursable with an itemized receipt. Any additional chargers other than standard fare rates are not reimbursable (i.e. wait time fees). Travelers should utilize the most economic ground transportation without occurring additional markup fee.

When travelers utilize free shuttle service, a $5.00 tip may be allowed (no receipt is required). This is not an automatic tip reimbursement, as travelers must show proof that the service was utilized.

Airport Shuttle/limousines, taxi reimbursements. A driver’s tip for shuttles/limousines and taxis may be given and must not exceed 20% of total charge. Amount of tip must be included on receipt received from driver/company. All other forms of public ground transportation where a receipt is not possible and other than those listed above are limited to $10 per day without a receipt, claims in excess of $10 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 $10 per day.

PARKING:

Airport Parking Contracts:

Baton Rouge Airport:
Documents required to receive the contract price of $4.50 per day (receipts required) for parking in the indoor parking garage as well as the outside fenced parking lot at the Baton Rouge Airport. State ID and Baton Rouge Airport certificate. This certificate must be completed and presented when exiting the parking area at Baton Rouge Airport. Therefore, the traveler must have both this certificate and their State ID badge to receive the state rate. For any agency that does not issue ID badges, the employee must present this certificate along with a business card and driver's license. Certificate may be obtained at:

http://www.doa.la.gov/pages/osp/Travel/Parking.aspx

New Orleans Airport Parking: At this time, only USPARK’s, uncovered parking is reimbursable with receipt (as published on USPARK.net)

For parking other than the above Airports parking:
Up to $5.00 can be reimbursed without a receipt. Anything over this amount must have a receipt.

REIMBURSEMENT FOR OTHER EXPENSES

(These charges are while in travel status only)

Telephone

Official State Business:
All business communication cost may be reimbursed, receipts required.

Personal Calls:

Domestic Overnight Travel: up to $3.00 for 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 for 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.

Note: If a traveler has an official state phone and/or is receiving a monthly stipend, reimbursements are not allowed.

Internet Access charges for official state business from hotels or other travel locations are treated the same as business telephone charges. A department may implement a stricter policy for reimbursement of Internet charges. (Receipts Required)

BAGGAGE TIPS:

Hotel Allowances – Up to $5 tip per hotel check-in and $5 tip per hotel checkout, if applicable.

Airport Allowances – Up to $5 tip for airport outbound departure trip and $5 tip for inbound departure trip, maximum total for entire trip not to exceed $10.00.

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 the second checked bag for a 6 – 10 day business trip and/or any additional baggage which is business related and required by the department.

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.

http://www.doa.la.gov/pages/osp/Travel/Hotel.aspx

WAIVERS

The Commissioner of Administration may waive in writing any provision in PPM49 when the best interest of the state will be served. All Waivers of PPM49 must receive prior approvals from the Commissioner of Administration, except in declared emergency situations.

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

Web Site:
http://www.doa.la.gov/pages/osp/Travel/Index.aspx

LOUISIANA STATE EMPLOYEES FISCAL YEAR 2020-2021

POCKET GUIDE TO TRAVEL REGULATIONS

For more detailed guidelines, refer to PPM No. 49 - General Travel Regulations (Effective July 1, 2020)

ALL AIRFARE MUST BE BOOKED THROUGH STATE OF LOUISIANA TRAVEL AGENCY.

CONTRACTED TRAVEL AGENCY

Effective through December 31, 2020

SHORT’S TRAVEL MANAGEMENT

d/b/a SHORTS TRAVEL SERVICE

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Effective January 1, 2021

Christopherson Business Travel

Toll Free: 800-961-0720

HOURS: 7:00 AM - 8:00 PM CT, Monday - Friday