Louisiana Travel Guide

2015-2016

www.doa.louisiana.gov/osp/travel

CONTRACTED TRAVEL AGENCIES

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Note: MOTOR COACH TRAVEL ONLY

Office of State Travel

Purpose: **This Travel Guide is to provide guidelines and establishes procedures for individuals incurring business travel expenses on the State's behalf.**

Objectives: **Ensure all travelers have a clear and consistent understanding of policies and procedures for business travel. Provide State Travelers with a reasonable level of service, comfort, and safety at the lowest possible cost. Maximize the organization's ability to negotiate discounted rates with preferred suppliers and reduce travel expenses.**

Goal: **Special emphasis will be given on travel training for our agencies to ensure compliance with the travel policy.**

INTERNET ADDRESS: www.doa.louisiana.gov/osp/travel

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Jan B. Cassidy
Assistant Commissioner

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BOBBY JINDAL
GOVERNOR

KRISTY H. NICHOLS
COMMISSIONER OF ADMINISTRATION

State of Louisiana

Division of Administration

Office of the Commissioner

TO: ALL ELECTED OFFICIALS, DEPARTMENT HEADS AND PRESIDENTS OF COLLEGES AND UNIVERSITIES

FROM: KRISTY H. NICHOLS
COMMISSIONER

DATE: JULY 1, 2015

RE: TRAVEL POLICIES AND PROCEDURES

Below is a summary of the new travel regulation additions, changes, and clarifications that have been made in the travel policy for fiscal year 2015-2016. As always, this is just a summary, as PPM49 should always be reviewed in its entirety each year.

Key Additions/Changes/Clarifications to PPM49:

S1502.A- DEFINITIONS
This section has been changed:
State Officers - Department Head as defined by Title 36 of the Louisiana Revised statutes and the equivalent positions in higher education and the office of elected officials.

S1503.A- GENERAL SPECIFICATIONS
&
S1505.A- STATE ISSUED TRAVEL CREDIT CARDS/CBA ACCOUNTS
This section has been added:
All high cost expenditures (airfare, lodging, vehicle rentals, and registration) must be placed on the LaCarte Purchasing Card, Travel Card or agency CBA programs unless prior approval is granted from the Commissioner of Administration.

1503.A GENERAL SPECIFICATIONS
&
S1506.C.3- Lodging and Meals
This section has been added:
The state has a contract for hotel services with HotelPlanner, which use is mandatory. This mandate is also applicable to authorized travelers, contractors, board members and students who are traveling on behalf of State of Louisiana. A one-time exemption may be granted for individual lodging on a case by case basis by the agency department head with proper justification.

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S1504.B.2.j- METHOD OF TRANSPORTATION-
This section has been added:
Ultimately, it is the traveler's responsibility to determine, upon initial notification of an unused ticket and then every 30 days thereafter, if they will be utilizing the unused ticket. If it is determined that the ticket will not be utilized prior to expiration and there is a possibility to transfer the ticket, the traveler must immediately advise the agency travel administrator that the ticket is available for use by another employee, section or agency. The traveler administrator should then act accordingly.

In addition, the Department Head, at a minimum of two months prior to expiration, must review all unused airfare to determine, based on the traveler's justification, if reimbursement from the traveler must be made to the agency for the amount of the unused ticket. All files must be properly documented.

This should be accomplished with the unused ticket report sent to each agency program administrator each month from the contracted travel agency. This report in conjunction with employee notifications while booking other flights and employee email notifications every 90, 60, 30 and 14 days prior to ticket expiration should be more than sufficient to reduce the loss of reusable airfare.

S1506.C.5- LODGING AND MEALS
This section has been added:
A Department Head or his/her designee may grant a one-time exemption, on a case by case basis, to bypass HotelPlanner, if the designated out-of-state conference hotel does not offer the same rate and/or conference amenities through the portal.

1510.A- AGENCY HOSTED CONFERENCES (Both In-State and Out-of-State)
This section have been added:
Agency/university/board hosted in-state conferences that require lodging must be booked through Hotelplanner unless prior approval is granted by the Division of Administration, Office of State Travel.

Remember, employees should be trained at time of hiring as well as refresher classes conducted at least once a year. The Office of State Travel offers many levels of travel training and will be glad to assist any agency with the training of your staff to ensure your employees are in compliance with travel regulations. If you are interested in training classes for your staff, please contact the State Travel Office to set up dates and times.

Employees traveling on behalf of the State are expected to comply with this state travel policy (PPM49). Thank you for your cooperation.

POLICY AND PROCEDURE MEMORANDUM 49

S1501. AUTHORIZATION AND LEGAL BASIS

A. In accordance with the authority vested in the Commissioner of Administration by Section 231 of Title 39 of the Revised Statutes of 1950 and in accordance with the provisions of the Administrative Procedure Act, R.S. 49:950-968 as amended, notice is hereby given of the revision of Policy and Procedures Memorandum No. 49, the state general travel regulations, effective **July 1, 2015**. These amendments are both technical and substantive in nature and are intended to clarify certain portions of the previous regulations or provide for more efficient administration of travel policies. These regulations apply to all state departments, boards and commissions created by the legislature or executive order and operating from funds appropriated, dedicated, or self-sustaining; federal funds; or funds generated from any other source.

   Please note that when political subdivision are required to follow PPM49 for any pass through money issued by the State of Louisiana, any and all required approvals must be sent to the correct appointing authority, not to the Commissioner of Administration.

B. Legal Basis - L.R.S 39:231B "The Commissioner of Administration, with the approval of the Governor, shall, by rule or regulation, prescribe the conditions under which each of various forms of transportation may be used by state officers and employees in the discharge of the duties of their respective offices and positions in the state service and the conditions under which allowances will be granted for traveling expenses.

S1502. DEFINITIONS

A. For the purpose of this PPM, the following words have the meaning indicated**.**

   Authorized Persons

   1. Advisors, consultants, contractors and other persons who are called upon to contribute time and service to the state who are not otherwise required to be reimbursed through a contract for professional, personal, or consulting services in accordance with R.S.39:1481 et.seq.

   2. Members of boards, commissions, and advisory councils required by federal or state legislation or regulation. Travel allowance levels for all such members and any staff shall be those authorized for state employees unless specific allowances are legislatively provided.

   3. The Department Head or his/her designee is allowed to deem persons as an authorized traveler for official state business only. **Note:** College/University students must be deemed authorized travelers to be reimbursed for state business purposes.

      A file must be kept containing all of these approvals.

Conference/Convention- A meeting (other than routine) for a specific purpose and/or objective. Non-routine meetings can be defined as a seminar, conference, convention, or training. Documentation required is a formal agenda, program, letter of invitation, or registration fee. Participation as an exhibiting vendor in an exhibit /trade show also qualifies as a conference. For a hotel to qualify for conference rate lodging it requires that the hotel is hosting or is in "conjunction with hosting the meeting. In the event the designated conference hotel(s) have no room available, a Department Head may approve to pay actual hotel cost not to exceed the conference lodging rates for other hotels located near the conference hotel.

Controlled Billed Account (CBA) **-** Credit account issued in an agency's name (no plastic card issued). These accounts are direct liabilities of the State and are paid by each agency. CBA accounts are controlled through an authorized approver(s) to provide a means to purchase airfare, registration, lodging, rental vehicles, pre-paid shuttle service, and any other allowable charges outlined in the current State of Louisiana State Liability Travel and CBA Policy. Each Department Head determines the extent of the account's use.

Corporate Travel Card- Credit cards issued in a State of Louisiana employee's name to be used for specific, higher cost official business travel expenses. Corporate Travel Cards are State liability cards paid by each agency.

Emergency Travel- Each department shall establish internal procedures for authorizing travel in emergency situations. Approval may be obtained after the fact from the Commissioner of Administration, with appropriate documentation, under extraordinary circumstances when PPM49 regulations cannot be followed but where the best interests of the state requires that travel be undertaken.

Extended Stays- Any assignment made for a period of 31 or more consecutive days at a place other than the official domicile.

Higher Education Entities- Entities listed under schedule 19 Higher education of the general appropriations bill.

Higher Education Entity Head- President of a University.

In-State Travel- All travel within the borders of Louisiana or travel through adjacent states between points within Louisiana when such is the most efficient route.

International Travel- All travel to destinations outside the 50 United States, District of Columbia, Puerto Rico, the Virgin Islands, American Samoa, Guam and Saipan.

Lowest Logical Airfare- In general, these types of airfare are non-refundable, penalty tickets. Penalties could include restrictions such as advanced purchase requirements, weekend stays, etc. Prices will increase as seats are sold. When schedule changes are required for lowest logical tickets, penalty fees are added.

Official Domicile- Every state officer, employee, and authorized person, except those on temporary assignment, shall be assigned an official domicile.

1. Except where fixed by law, official domicile of an officer or employee assigned to an office shall be, at a minimum, the city limits in which the office is located. The Department Head or his/her designee should determine the extent of any surrounding area to be included, such as parish or region. As a guideline, a radius of at least 30 miles is recommended. The official domicile of an authorized person shall be the city in which the person resides, except when the Department Head has designated another location (such as the person's workplace).

2. A traveler whose residence is other than the official domicile of his/her office shall not receive travel and subsistence while at his/her official domicile nor shall he/she receive reimbursement for travel to and from his/her residence.

3. The official domicile of a person located in the field shall be the city or town nearest to the area where the majority of work is performed, or such city, town, or area as may be designated by the department head, provided that in all cases such designation must be in the best interest of the agency and not for the convenience of the person.

4. The Department Head or his/her designee may authorize approval for an employee to be reimbursed for lodging expenses within an employee's domicile with proper justification as to why this is necessary and in the best interest of the state.

Out-of-State Travel- Travel to any of the other 49 states plus District of Columbia, Puerto Rico, the Virgin Islands, American Samoa, Guam and Saipan.

Passport- A document identifying an individual as a citizen of a specific country and attesting to his or her identity and ability to travel freely.

Per Diem - A flat rate paid in lieu of travel reimbursements for people on extended stays only.

Receipts/Document Requirements - Supporting documentation, including original receipts, must be retained according to record retention laws. It shall be at the discretion of each agency to determine where the receipts/documents will be maintained.

Routine Travel - Travel required in the course of performing his/her job duties. This does not include non-routine meetings, conferences and out-of-state travel.

State Employee - Employees below the level of state officer.

State Officer -

1. State elected officials;
2. Department Head as defined by Title 36 of the Louisiana Revised Statutes, and the equivalent positions in higher education and the office of elected officials.

Suburb- An immediate or adjacent location (overflow of the city) to the higher cost areas which would be within approximately 30 miles of the highest cost area.

Temporary Assignment- Any assignment made for a period of less than 31 consecutive days at a place other than the official domicile.

Travel Period- A period of time between the time of departure and the time of return.

Travel Routes- the most direct traveled route must be used by official state travelers.

Travel Scholarships- If any type of scholarship for travel is offered/received by a state employee, it is the agency/employee's responsibility to receive/comply with all ethic laws/requirements. See R.S. 42:1123

Traveler- A state officer, state employee, or authorized person performing authorized travel.

Visa- A document or, more frequently, a stamp in a passport authorizing the bearer to visit a country for specific purposes and for a specific length of time.

S1503. GENERAL SPECIFICATIONS

A. Department Policies

1. Department Heads may establish travel regulations within their respective agencies, but such regulations shall not exceed the maximum limitations established by the Commissioner of Administration. Three copies of such regulations shall be submitted for prior review and approval by the Commissioner of Administration. One of the copies shall highlight any exceptions/deviations to PPM49.

2. Department and Agency Heads will take whatever actions necessary to minimize all travel to carry on the department mission.

3. All High Cost Expenditures (airfare, lodging, vehicle rentals, and registration) must be placed on the LaCarte Purchasing Card, Travel Card or agency CBA programs unless prior approval is granted from the Commissioner of Administration.

4. **Contracted Travel Services**. The state has contracted for travel agency services, which use is mandatory for airfare, unless exemptions have been granted by the Division of Administration, Office of State Travel, prior to purchasing airfare tickets**.** The contracted travel agency has an online booking system which can and should be used by all travelers for booking airfare. Use of the online booking systems can drastically reduce the cost paid per transaction and state travelers are strongly encouraged to utilize.

5. **Contracted Hotel Services-** The state has a contract for hotel services with HotelPlanner, which use is mandatory. This mandate is also applicable to authorized travelers, contractors, board members and students who are traveling on behalf of State of Louisiana. A one-time

exemption may be granted for individual lodging on a case by case basis by the Agency Department Head with proper justification.

Note: Travelers will be responsible for adhering to the hotel's cancellation policy that is set by the hotel when booking through HotelPlanner. If a traveler does not cancel a hotel stay within the cancellation time frame that is set by the hotel, the traveler will be responsible for payments. No exceptions unless approval is granted from the Commissioner of Administration. Travelers not booking through the portal without prior approval must reimburse the agency/university/board.

All agency/university/board hosted in-state conferences that require lodging must be booked through HotelPlanner portal unless prior approval is granted by the Division of Administration, Office of State Travel.

Group lodging for in-state and out-of-state bookings must be booked through HotelPlanner portal unless prior approval is granted by the Division of Administration, Office of State Travel.

6. **Contracted Vehicles Rentals**- The state has a contract for all rentals based out of Louisiana through Enterprise Rent-A-Car, which use is mandatory.

   The state has a contract for all out-of-state rental vehicles which use is mandatory. Travelers shall use Hertz, Enterprise, or National for business travel. These contracts are also applicable to all authorized travelers, and contractors.

7. When a state agency enters into a contract with an out-of-state public entity, the out-of-state public entity may have the authority to conduct any related travel in accordance with their published travel regulations.

8. Authorization to Travel
   a. 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. A Department Head may delegate this authority in writing to one designated person. Additional persons within a department may be designated with approval from the Commissioner of Administration. A file shall be maintained, by the agency, on all approved travel authorizations.
   b. Annual travel authorizations are no longer a mandatory requirement of PPM49 for routine travel, however, an agency can continue to utilize this process if determined to be in your department's best interest and to obtain prior approval for annual routine travel. A prior approved travel authorization is still required for non-routine meetings, conferences and out-of-state travel.

B. FUNDS FOR TRAVEL EXPENSES

1. Persons traveling on official business will provide themselves with sufficient funds for all routine travel expenses not covered by the Corporate Travel Card, LaCarte Purchasing Card, if applicable, and/or agency's CBA account. Advance of funds for travel shall be made only

for extraordinary travel and should be punctually repaid when submitting the travel expense form covering the related travel, no later than the fifteenth day of the month following the completion of travel.

2. Exemptions: Cash advance(s) meeting the exception requirement(s) listed **below** must have an original receipt to support all expenditures in which a cash advance was given, including meals. At the Agency's discretion, cash advances may be allowed for:

   a. State employee whose salary is less than $30,000/year.
   b. State employees who accompany and/or are responsible for students or athletes for group travel advance. Note: In this case and in regards to meals, where there is group travel advancements, a roster with signatures of each group member along with the amount of funds received by each group member, may be substituted for individual receipts. (This exception does not apply when given for only an individual employee's travel which is over a group.)
   c. State employees who accompany and/or are responsible for client travel.
   d. New employee who has not had time to apply for and receive the state's corporate travel card.
   e. Employees traveling for extending periods, defined as a period exceeding 30 or more consecutive days.
   f. Employees traveling to remote destinations in foreign countries, such as jungles, of Peru or Bolivia.
   g. Lodging purchase, if hotel(s) will not allow direct bill or charges to agency's CBA and whose salary is less than $30,000/year.
   h. Registration for seminars, conferences and conventions.
   i. Any ticket booked by a traveler 30 days or more in advance and for which the traveler has been billed, may be reimbursed by the agency to the traveler on a preliminary expense reimbursement request. The traveler should submit the request with a copy of the bill or invoice. Passenger airfare receipts are required for reimbursement.
   j. Employees who infrequently travel or travelers that incur significant out-of-pocket cash expenditures and whose salary is less than $30,000/year.

3. Expenses incurred on State Business. Traveling expenses of travelers shall be limited to those expenses necessarily incurred by them in the performance of a public purpose authorized by law to be performed by the agency and must be within the limitations prescribed herein.

4. CBA (CONTROLLED BILLED ACCOUNT) issued in an agency's name, and paid by the agency, and may be used for airfare, registration, rental cars, **prepaid** shuttle charges, lodging and any allowable lodging associated charges such as parking and internet charges. Other credit cards issued in the name of the state agency are not to be used without written approval.

5. NO REIMBURSEMENT WHEN NO COST INCURRED BY TRAVELER**.** This includes but is not limited to reimbursements for any lodging and/or meals furnished at a state institution or other state agency, or furnished by any other party at no cost to the traveler.

In no case will a traveler be allowed mileage or transportation when he/she is gratuitously transported by another person.

C. CLAIMS FOR REIMBURSEMENT

1. All claims for reimbursement for travel shall be submitted on the State's Travel Expense Form BA-12, unless exception has been granted by the Commissioner of Administration, and shall include all details provided for on the form. It must be signed by the person claiming reimbursement and approved by his/her immediate supervisor. In all cases the date and hour of departure from and return to domicile must be shown, along with each final destination throughout the trip clearly defined on the form. On the State's Travel Authorization Form GF-4, the second page must be completed with the breakdown of the estimated travel expenses. This is necessary for every trip, not just when requesting a travel advance. For every travel authorization request, the "purpose of the trip" for travel must be stated in the space provided on the front of the form.

2. Except where the cost of air transportation, registration, lodging, rental vehicles, shuttle service, and all other allowable charges outlined in the current State of Louisiana State Liability Travel and CBA policy are invoiced directly to the agency, or charged to a state liability card, any and all expenses incurred on any official trip shall be paid by the traveler and his/her travel expense form shall show all such expenses in detail so that the total cost of the trip shall be reflected on the travel expense form. If the cost of the expenses listed above are paid directly or charged directly to the agency/department, a notation will be indicated on the travel expense form indicating the date of travel, destination, amount, and the fact that it has been paid by the agency/department. The traveler must provide receipts, for all items charged or billed direct to the agency.

3. In all cases, and under any travel status, cost of meals shall be paid by the traveler and claimed on the travel expense form for reimbursement, and not charged to the state department, unless otherwise authorized by the Department Head or his/her designee, allowed under the State Liability Travel, CBA and/or LaCarte Purchasing Card Policy, or with written approval from State Travel Office. A file must be kept containing all of these special approvals.

4. Claims should be submitted within the month following the travel, but preferably held until a reimbursement of a least $25.00 is due. Department Heads, at their discretion, may make the 30 day submittal mandatory on a department wide basis.

5. Any person who submits a claim pursuant to these regulations and who willfully makes and subscribes to any claim which he/she does not believe to be true and correct as to every material matter, or who willfully aids or assists in, or procures, counsels or advises the preparation of presentation of a claim, which is fraudulent or is false as to any material matter shall be guilty of official misconduct. Whoever shall receive an allowance or reimbursement by means of a false claim shall be subject to serve disciplinary action as well as being criminally and civilly liable within the provisions of state law.

6. Agencies are required to reimburse travel in an expeditious manner. In no case shall reimbursements require more than thirty (30) days to process from receipt of complete, proper travel documentation.

S1504. METHODS OF TRANSPORTATION

A. **Cost-effective transportation**
The most cost-effective method of transportation that will accomplish the purpose of the travel shall be selected. Among the factors to be considered should be length of travel time, employee‘s salary, cost of operation of a vehicle, cost and availability of common carrier services, etc. Common carrier shall be used for out-of-state travel unless it is documented that utilization of another method of travel is more cost efficient or practical and approved in accordance with these regulations.

B. **Air**

1. **Private Owned or Charter Planes** Before travel by privately-owned or by chartered aircraft is authorized for individual’s travel by a department head, the traveler shall certify that: (1) at least two hours of working time will be saved by such travel; and (2) no other form of transportation, such as commercial air travel or a state plane, will serve this same purpose.

   a. Chartering a privately owned aircraft must be in accordance with the Procurement Code.

   b. Reimbursement for use of a chartered or un-chartered privately owned aircraft under the above guidelines will be made on the following basis:

      i. At the rate of $1.29 cents per mile; or
      ii. At the lesser of coach economy airfare.

      If there are extenuating circumstances requiring reimbursement for other than listed above, approval must be granted by the Commissioner of Administration.

   c. When common carrier services are unavailable and time is at a premium, travel via state aircraft shall be investigated and such investigation shall be documented and readily available in the department’s travel reimbursement files. Optimum utilization will be the responsibility of the department head.

2. **Commercial Airlines**: (Receipts required) All state travelers are to purchase commercial airline tickets through the state contracted travel agency (see front cover for contract travel agency contact numbers). This requirement is mandatory unless approval is granted from Office of State Travel. (In the event travelers seek approval to go outside the travel agency, they shall submit their request through their agency travel program administrator, who will determine if the request should be submitted to the Office of State Travel).

While state contractors are not required to use the state's contracted travel agency when purchasing airfare, it will be the agency's responsibility to monitor cost ensuring that the contractor(s) are purchasing the lowest, most logical airfare.

The State always supports purchasing the "best value" ticket. Therefore once all rates are received, the traveler must compare cost and options to determine which fare would be the "best value ticket" for their trip. To make this determination, the traveler must ask the question: Is there a likelihood my itinerary could change or be cancelled? Depending on the response, the traveler must determine if the costs associated with changing a non-refundable ticket, usually around $200 would still be the best value.

Another factor, to assist having a travel agent search the lowest fare, is advising the agent if the traveler is flexible in either dates or time of travel. By informing the travel agent of your "window of time" for your departure and return will assist them to search for the best price.

a. Travelers are to seek airfare allowing an ample amount of lead time prior to departure date. The lead-time should be about (10) ten to (14) fourteen days in advance of travel dates to ensure the lowest fares are available.

b. **NOTE: COST OF A PREFERRED OR PREMIUM SEAT IS NOT REIMBURSABLE.** To avoid these charges or to avoid being bumped, a traveler must check in as early as possible. A traveler should check-in online 24 hours prior to a flight or check-in at the airport several hours prior to departure to obtain a seat assignment. Please be aware that it is a strict airline policy that a traveler must check-in, at a minimum, prior to 30 minutes of departure. The airlines are very strict about this policy. Airline rules typically state that if you don't arrive at least 30 minutes before the schedule departure, you may forfeit your reservation. The earlier you arrive at the gate increases the chances of retaining your original reservation and assurance of a seat on the flight purchased.

c. Commercial air travel will not be reimbursed in excess of lowest logical airfare when it has been determined to be the best value (receipts required). The difference between coach/economy class rates and first class or business class rates will be paid by the traveler. Upgrades at the expense of the State are **NOT** permitted, without prior approval from the Commissioner of Administration. If space is not available in less than first or business class air accommodations in time to carry out the purpose of the travel, the traveler will secure a certification from the airline or contracted travel agency indicating this fact. The certification is required for travel reimbursement.

d. The policy regarding airfare penalties is that the state will pay for the airfare and/or penalty incurred for a change in plans or cancellation when the change or cancellation is required by the State or other unavoidable situations approved by the agency's Department Head. Justification for the change or cancellation by the traveler's department head is required on the travel expense form.

e. When an international flight segment is more than 10 hours in duration, the state will allow the business class rate not to **exceed** 10% percent of the coach rate. The traveler's itinerary provided by the travel agency must document the flight segment as more than 10 hours and must be attached to the travel expense form.

f. A lost airline ticket is the responsibility of the person to whom the ticket was issued. The airline fee of searching and refunding lost tickets will be charged to the traveler.
The difference between the prepaid amount and the amount refunded by the airlines must be paid by the employee.

g. Traveler is to use the lowest logical airfare whether the plane is a prop or a jet.

h. Employees may retain promotional items, including frequent flyers miles, earned on official state travel. However, if an employee makes travel arrangements that favor a preferred airline/supplier to receive promotional items/points and this circumvents purchasing the most economical means of travel, they are in violation of this travel policy. Costs for travel arrangements subjects to this violation are non-reimbursable.

i. When making airline reservation for a conference, let the travel agent know that certain airlines have been designated as the official carrier for the conference. In many instances, the conference registration form specifies that certain airlines have been designated as the official carrier offering discount rates, if available. If so, giving this information to our contracted agency could result in them securing that rate for your travel.

j. Tickets which are unused by a traveler should always be monitored by the traveler and the agency. Traveler should ensure that any unused ticket is considered when planning future travel arrangements. Some airlines have a policy which would allow for a name change to another employee within the agency. A view of the latest airline policies regarding unused tickets are available at the State Travel Office's website http://www.doa.louisiana.gov/osp/travel/airfare.htm.

   Ultimately, it is the traveler's responsibility to determine, upon initial notification of an unused ticket and then every 30 days thereafter, if traveler will be utilizing the unused ticket. If it is determined that the ticket will not be utilized prior to expiration and there is a possibility to transfer the ticket, the traveler must immediately advise the agency travel administrator that the ticket is available for use by another employee, section or agency. The travel administrator should then act accordingly.

   In addition, the Department Head, at a minimum of two months prior to expiration, must review all unused airfare to determine, based on the traveler's justification, if reimbursement from the traveler must be made to the agency for the amount of the unused ticket. All files must be properly documented.

   This may be accomplished with the unused ticket report sent to each agency program administrator each month from the contracted travel agency. This report in conjunction

with employee notifications while booking other flights and employee email notifications every 90, 60, 30 and 14 days prior to ticket expiration should be more than sufficient to reduce the loss of reusable airfare.

C. **Motor Vehicle**

No vehicle may be operated in violation of state or local laws. No traveler may operate a vehicle without having in his/her possession a valid U.S. driver's license. Safety restraints shall be used by the driver and passengers of vehicles. All accidents, major and minor, shall be reported first to the local police department or appropriate law enforcement agency. In addition, an accident report form, available from the Office of Risk Management (ORM) of the Division of Administration should be completed as soon as possible and must be returned to ORM, together with names and addresses of principals and witnesses.

Any questions about this should be addressed to the Office of Risk Management of the Division of Administration. These reports shall be in addition to reporting the accident to the Department of Public Safety as required by law.

Operating a state-owned vehicle, state-rented vehicle or state leased vehicle or operating a non state-owned vehicle for business while intoxicated as set forth in R.S. 14:98 and 14:98.1 is strictly prohibited, unauthorized, and expressly violates the terms and conditions of use of said vehicle. In the event such operation results in the employee being convicted of, pleading nolo contendere to, or pleading guilty to, driving while intoxicated under R.S. 14:98 or 14:98.1, such would constitute evidence of the employee:

1. Violating the terms and conditions of use of said vehicle
2. Violating the direction of his/her employer, and
3. Acting beyond the course and scope of his/her employment with the State of Louisiana.

Personal use of a state-owned, state-rented or state-leased vehicle is not permitted.

No person may be authorized to operate or travel in a state owned or rental vehicle unless that person is a classified or unclassified employee of the State of Louisiana; any duly appointed member of a state board, commission, or advisory council; or any other person who has received specific approval, and is deemed as an authorized traveler, on behalf of the State, from the Department Head or his designee to operate or travel in a fleet vehicle on official state business. A file must be kept containing all of these approvals.

Any persons who are not official state employees must sign a Hold Harmless Agreement form, located at the 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 for ensuring that this along with any other necessary documents and requirements are completed and made part of the travel file prior to travel dates.

Students not employed by the State shall not be authorized to drive state-owned or rented vehicles for use on official state business. A student may be deemed as an "authorized traveler" on behalf of the State by the Department Head or his designee to operate or travel in a state-owned or rented vehicle on official state business. The hold harmless agreement form acknowledging the fact that the state assumes no liability for any loss, injury, or death resulting from said travel must be signed as part of the approval process. A file must be kept containing all of these approvals.

Persons operating a state owned rental or personal vehicle on official state business will be completely responsible for all traffic, driving and parking violations received. This does not include state-owned or rental vehicle violations, i.e. inspection sticker, as the State and/or rental company would be liable for any cost associated with these types of violations.

1. **State-Owned Vehicles**

   a. Travelers in state-owned automobiles who purchase needed fuel, repairs and equipment while on travel status shall make use of all fleet discount allowances and state bulk purchasing contracts where applicable. Reimbursements require a receipt and only regular unleaded gasoline, or diesel when applicable, should be used. This applies for both state owned vehicles and rental vehicles, as mid-grade, super, plus or premium gasoline is not necessary. Each agency/department shall familiarize itself with the existence of the fuel/repair contract(s), terms and conditions as well as locations of vendors.

   b. State-owned vehicles may be used for out-of state travel only if permission of the department head has been given prior to departure. If a state-owned vehicle is to be used to travel to a destination more than 500 miles from its usual location, documentation that this is the most cost-effective means of travel should be readily available in the department's travel reimbursement files.

   c. Unauthorized persons should not be transported in state vehicles. Approval of exceptions to this policy may be made by the Department Head if he determines that the unauthorized person is part of the official state business and the best interest of the state will be served and the passenger (or passenger's guardian) signs a hold harmless agreement form acknowledging the fact the state assumes no liability for any loss, injury, or death resulting from said travel.

   d. If a state vehicle is needed/requested to be brought to the home of a state employee overnight, then the agency/traveler should ensure it is in accordance with requirements outlined in R.S. 39:361-364.

2. **Personally Owned Vehicles**

   a. When two or more persons travel in the same personally owned vehicle, only one charge will be allowed for the expense of the vehicle. The person claiming reimbursement shall report the names of the other passengers.

b. A mileage allowance shall be authorized for travelers approved to use personally owned vehicles while conducting official state business. Mileage may be reimbursable on the basis of **no more than 51 cents** per mile and in accordance with the following:

For official in-state business travel:

- Employee should utilize a state vehicle when available
- Employee may rent a vehicle from the State's in-state contract Enterprise Rent-A-Car, if a state vehicle is not available and travel exceeds 100 miles; or
- If an employee elects to us 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 **51** cents per mile.
  Please note that mileage is applicable for round trip (multiple days) and/or round trip (one day).
- Examples
  1. If someone leaves Baton Rouge, travels to New Orleans and returns that same day, they are entitled to 99 miles maximum for that day trip if they choose to drive their personal vehicle.
  2. If someone leaves Baton Rouge, travels to New Orleans, and returns two days later, they are entitled to 99 miles maximum for the entire "trip" if they choose to drive their personal vehicle.
  3. If someone leaves Baton Rouge, travels to New Orleans then on to Lafayette, Shreveport, Monroe and returns to the office four days later, they are entitled to 99 miles maximum for the entire "trip" if they choose to drive their personal vehicle.

c. Mileage shall be computed by one of the following options:
   1. On the basis of odometer readings from point of origin to point of return.
   2. By using a website mileage calculator or a published software package for calculating mileage such as Tripmaker, How Far Is It, MapQuest, etc. Employee is to print the page indicating mileage and attach it with his/her travel expense form.

d. An employee shall never receive any benefits from not living in his/her official domicile. In computing reimbursable mileage, while the employee is on official state travel status, to an authorized travel destination from an employee's residence outside the official domicile, the employee is always to claim the lesser of the miles from their official domicile or from their residence. If an employee is leaving on a non-work day or leaving significantly before or after work hours, the department head may determine to pay the actual mileage from the employee's residence, not to exceed a maximum of 99 miles per round trip and/or day at .**51** cents per mile. See examples, Section C.2.b.

e. The Department Head or his/her designee may approve an authorization for routine travel for an employee who must travel in the course of performing his/her duties; this may include domicile travel if such is a regular and necessary part of the employee's duties, but not for attendance to infrequent or irregular meetings, etc. within the city limits where his/her office is located, the employee may be reimbursed for mileage only

not to exceed a maximum of 99 miles per round trip and/or day at **51** cents per mile. See examples, Section C.2.b.

f. Reimbursements will be allowed on the basis of **51** cents per mile, not to exceed a maximum of 99 miles per round trip and/or day, to travel between a common carrier/terminal and the employees point of departure, i.e. home, office, etc., whichever is appropriate and in the best interest of the state. See examples, Section C.2.b.

g. When the use of a private-owned vehicle has been approved by the department head for out-of-state travel for the traveler's convenience, the traveler will be reimbursed for mileage on the basis of **51 cents per mile only,** not to exceed a maximum of 99 miles per round trip and/or day. If prior approval for reimbursement of actual mileage is requested and granted by the Commissioner of Administration, the total cost of the mileage reimbursement may never exceed the cost of a rental vehicle or the cost of travel by using the lowest logical airfare, obtained at least 14 days prior to the trip departure date, whichever is the lesser of the two. The reimbursement would be limited to one lowest logical airfare quote or one vehicle rental, not the number of persons traveling in the vehicle. The traveler is personally responsible for any other expenses in-route to and from destination which is inclusive of meals and lodging. If a traveler, at the request of the department, is asked to take his/her personally owned vehicle out-of-state for a purpose that will benefit the agency, then the Department Head may on a case-by-case basis determine to pay a traveler for all / part of in-route travel expenses, however, mileage reimbursement over 99 miles would still require prior approval from the Commissioner of Administration. In this case, once prior approval is obtained from the Commissioner of Administration to exceed 99 miles, then the department head may authorized actual mileage reimbursements. File should be justified accordingly.

h. When a traveler is required to regularly use his/her personally owned vehicle for agency activities, the agency head may request prior authorization from the Commissioner of Administration for a lump sum allowance for transportation or reimbursement for transportation (mileage). Request for lump sum allowance must be accompanied by a detailed account of routine travel listing exact mileage for each such route and justification why a rental vehicle is not feasible. Miscellaneous travel must be justified by at least a three-month travel history to include a complete mileage log for all travel incurred, showing all points traveled to or from and the exact mileage. Request for lump sum allowance shall be granted for periods not to exceed one fiscal year. A centralized file must be kept containing all approvals.

   WHEN SOMEONE IS GRANTED A MONTHLY VEHICLE ALLOWANCE OR A LUMP SUM ALLOWANCE, THEY ARE NOT TO REQUEST OR BE REIMBURSED FOR MILEAGE, FUEL OR RENTAL VEHICLES, RENTAL COULD BE ALLOWED ONLY WHEN FLYING OUT OF STATE.

i. In all cases, the traveler shall be required to pay all operating expenses for his/her personal vehicle including fuel, repairs, and insurance.

The only exemption which would not require the Commissioner of Administration's prior approval for exceeding 99 miles reimbursement and receiving actual mileage reimbursements is for members of board and commissions, not administration/office personnel, and for students which are traveling on a grant, scholarship, or any other occasion where use of the personal vehicle is the best and/or only method of transportation available. Department Head approval is required.

3. **Rented Motor Vehicles (Receipts Required)**

Any rental vehicle not covered in the State's in-state or out-of-state contracts should be bid in accordance with proper purchasing rules and regulations. The state has a contract for all vehicle rentals based out of Louisiana through Enterprise Rent-A-Car, which use is mandatory for business travel. This contract is also applicable to all authorized travelers, and contractors.

The state has a contract for out-of-state vehicles rentals. Travelers shall use Hertz, Enterprise-Rent-A-Car, or National which use is mandatory for business travel. These contracts are applicable to all authorized travelers, and contractors.

a. **In-State Vehicle Rental**. The State has contracted for all rentals based out of Louisiana through Enterprise Rent-A-Car's. State Motor Pool Rental Contract, which use is mandatory, for business travel which applies to all State of Louisiana employees and/or authorized travelers, contractors, etc traveling on official state business.

A rental vehicle should be used, if a state owned vehicle is not available, for all travel over 99 miles. All exemptions must be requested and granted by the Commissioner of Administration for any reimbursements which exceed 99 miles prior to the trip. Requests for exemption must be accompanied by detailed explanation as to why a rental is not feasible. If an exemption from the program is granted by the Commissioner of Administration as stated above, then the employee will not be required to rent a vehicle and may receive actual mileage reimbursement up to **.51** cents per mile.

All state contractors, who have entered into a contract with the State of Louisiana on or after March 1, 2013, and whose contracts are required to follow PPM49 for travel reimbursements, are to utilize both in-state and out-of-state mandatory contracts awarded by the State.

Although exemptions may be granted, by the Commissioner of Administration, if exemption is approved, in any case, all must adhere to the current mileage reimbursement rate of no more than **.51** cents per mile.

The only exemption which would not require the Commissioner of Administration's prior approval for exceeding 99 miles reimbursement and receiving actual mileage reimbursements is for members of board and commissions, not administration/office personnel, and for students which are traveling on a grant, scholarship, or any other

occasion where use of the personal vehicle is the best and/or only method of transportation available. Department Head approval is required.

For trips of 100 miles or more, any employee and/or authorized traveler, should use a state owned vehicle or rental vehicle from Enterprise Rent-A-Car State Motor Pool Rental Contract, when a state vehicle is not available. For trips of less than 100 miles employees should utilize a state vehicle when available, utilize their own vehicle and receive mileage reimbursement not to exceed a maximum of 99 miles per round trip and/or day at **.51** cents per mile or may rent a vehicle from Enterprise Rent-A Car's State Motor Pool Rental Contract.

Reservations should not be made at an airport location for daily routine travel, as this will add unnecessary cost to your rental charges.

b. **Payments** Rentals through the in-state Motor Pool Rental Contract shall be made using the "LaCarte" purchasing card, an agency's CBA account, an employee's state corporate travel card or by direct bill to the agency. This will be an agency decision as to the form of payment chosen. If direct bill is chosen, agency must set up account billing information with Enterprise. An account may be established by contacting Joseph Rosenfeld at 225-445-7250, joseph.g.rosenfeld@erac.com.

c. **Out-of State Vehicle Rental**- The State has contracted for rental vehicles for domestic, and out-of-state travel, excluding Louisiana and international travel, utilizing the State of Louisiana's Out-of-State Contracts, **which use is mandatory**. All State of Louisiana employees and/or authorized travelers, contractors are **mandated** to use these contracts due to exceptional pricing which includes CDW (Collision Damage Waiver) and one million dollar liability insurance. The State of Louisiana Out-of-State participating vendors include Enterprise Rent-A-Car, National Car Rental, and Hertz Car Rental Corporation. It is the traveler's discretion which rental company is utilized.

Members of boards and commissions are required to utilize the State's vehicle rental contracts, both in-state and out-of-state, unless approval from the Commissioner of Administration is requested and granted. If approval is granted, Board and commission members may receive actual mileage reimbursement of no more than **.51** cents per mile.

All state contractors, who have entered into a contract with the State of Louisiana on or after March 1, 2013, and whose contracts are required to follow PPM49 for travel reimbursements, are required to utilize both in-state and out-of-state mandatory contracts awarded by the State.

Although exemptions may be granted, by the Commissioner of Administration, if exemption is approved, in any case, all must adhere to the current mileage reimbursement rate of no more than **.51** cents per mile.

The only exemption which would not require the Commissioner of Administration's approval for exceeding 99 miles reimbursement and receiving actual mileage reimbursements is for students which are traveling on a grant, scholarship, or any other

occasion where use of the personal vehicle is the best and/or only method of transportation. Department Head approval is required.

d. **Payments** Rentals made through the State of Louisiana Out-of State Contracts shall be made using the "LaCarte" purchasing card, an employee's corporate travel card or by direct bill to the agency. This will be an agency decision as to the form of payment chosen. If a direct bill account is chosen for Enterprise and National, you may contact Joseph Rosenfeld at 225-445-7250, joseph.g.rosenfeld@erac.com and for Hertz, you may contact Tami Vetter at 225-303-5973, tvetter@hertz.com

e. **Approvals**- Written approval of the Department Head or his/her designee prior to departure is required for the rental of vehicles, however, if your agency chooses, approval may be handled on an annual basis if duties require frequent rentals. Special approval is required, from the Department Head or his/her designee, for rental of any vehicle in the full size category and above.

f. **Vehicle Rental Size**- Only the cost of a compact or intermediate model is reimbursable, unless:
   1. Non-availability is documented; or
   2. The vehicle will be used to transport more than two persons.
      Note: When a larger vehicle is necessary as stated in number 1 above or a larger vehicle is necessary due to the number of persons being transported, the vehicle shall be upgraded only to the next smallest size and lowest price necessary to accommodate the number of persons traveling.

   A Department Head or his/her designee may, on a case-by-case basis, authorize a larger sized vehicle provided detailed justification is made in the employee's file. Such justification could include, but is not limited to, specific medical requirements when supported by a doctor's recommendation.

g. **Personal Use of Rental**- Personal use of a rental vehicle, when rented for official state business, is not allowed.

h. **Gasoline (Receipts Required)**- Reimbursements require an original receipt and only regular unleaded gasoline, or diesel when applicable, should be used. This applies for both state owned vehicles and rental vehicles, as mid-grade, super, plus or premium gasoline is not necessary.

   An employee should purchase gasoline with the State's Fuel Card or any other approved credit card at reasonable cost from a local gasoline station prior to returning the rental. Pre-paid Fuel Options, for rental vehicles, are only to be allowed with prior approval from the Department Head, when the traveler can document that the pre-purchased amount was necessary and that the amount charged by the rental company is reasonable in relation to local gasoline cost. Each agency/department shall familiarize itself with the existence of the fuel/repair contract(s), terms and conditions as well as locations of vendors.

i. **Insurance for Vehicle rentals** Within the 50 United States: Insurance billed by car rental companies is not reimbursable. All insurance coverage for rental vehicles, other than the State's in-state and out-of-state mandatory contracts is provided by the Office of Risk Management. Should a collision occur while on official state business, the accident should immediately be reported to the Office of Risk Management and rental company.

Any damage involving a third party must be reported to appropriate law enforcement entity to have a police report generated.

CDW/Damage Waiver insurance and $1 Million Liability Protection Coverage is included in the State's in-state and out-of-state rental contract pricing.

Note: Lost Keys and car door unlocking services for rental vehicles are not covered under the damage waiver policy and are very costly. The agency should establish an internal procedure regarding liability of costs.

NO OTHER INSURANCE WILL BE REIMBURSED WHEN RENTING, EXCEPT WHEN RENTING OUTSIDE THE 50 UNITED STATES, SEE SECTION 1504. C.3.j. There should be no other charges added to the base price, unless the traveler reserves the vehicle at an airport location (which is NOT recommended for daily routine travel). Reimbursable amounts would then be submitted at the end of the trip on a travel expense form.

j. **Insurance for Vehicles Rentals Outside** the 50 United States (Receipts Required) The Office of Risk management (ORM) recommends that the appropriate insurance (liability and physical damage) provided through the car rental company be purchased when the traveler is renting a vehicle outside the 50 United States. With the approval of the Department Head or his/her designee required insurance costs may be reimbursed for travel outside the 50 United States only.

a. The following are insurance package available by rental vehicle companies which are reimbursable:
    i. Collision Damage Waiver (CDW)- should a collision occur while on official state business, the cost of the deductible should be paid by the traveler and submit a reimbursement claimed on a travel expense form. The accident should also be reported to the Office of Risk Management.
    ii. Loss Damage Waiver (LDW)
    iii. Auto tow Protection (ATP) *approval of Department Head.
    iv. Supplementary Liability Insurance (SLI) * if required by the rental company.
    v. Theft and/or Super Theft Protection (coverage of contents lost during a theft or fire), * if required by the car rental company.
    vi. Vehicle coverage for attempted theft or partial damage due to fire, *if required by the car rental company.

b. The following are some of the insurance packages available by rental vehicle companies that **are not reimbursable.**
   i. Personal Accident Coverage Insurance (PAC).
   ii. Emergency Sickness Protection (ESP).

k. **Navigation Equipment (GPS System)** rented, not purchased, from a rental car company, may only be reimbursed if an employee justifies the need for such equipment and with prior approval of the Department Head or his/her designee.

D. **Public Ground Transportation**

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.

Airport shuttle limousines, taxis and all other public transportation where a receipt is available, requires a receipt for reimbursements. A driver's tip for shuttle/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, where a receipt is not possible and other than those listed above, 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.

To assist agencies with verification of taxi fares, you may contact the taxi company for an estimate or visit sites such as taxifarefinder.com. An employee should always get approval, prior to a trip, if multiple taxis will be used; as it may be in the agency's best interest to rent a vehicle versus reimbursement of multiple taxi expenses.

S1505 STATE ISSUED TRAVEL CREDIT CARDS/CBA ACCOUNTS

A. **Use**

All high cost expenditures (airfare, lodging, vehicle rentals, and registration) must be placed on the LaCarte Purchasing Card, Travel Card or agency CBA programs unless prior approval is granted from the Commissioner of Administration. The State Travel Office contracts for an official state corporate travel card to form one source of payment for travel. If a supervisor recommends an employee be issued a state travel card, the employee should complete an application through their agency travel program administrator.

1. The employee's corporate travel card is for **official state travel business purposes only**. Personal use on the travel card shall result in disciplinary action.

B. **Liability**

1. The Corporate travel card is the liability of the State. Each monthly statement balance is due in full to the card-issuing bank**.** The State will have no tolerance to assist those employees who abuse their travel card privileges.

2. The Department/Agency is responsible for cancellation of Corporate Travel Cards for those employees terminating/retiring from state service.

S1506 LODGING AND MEALS

A. **Eligibility**

1. **Official Domicile/Temporary Assignment-** Travelers are eligible to receive reimbursement for travel only when away from "official domicile" or on temporary assignment unless exemption is granted in accordance with these regulations. Temporary assignment will be deemed to have ceased after a period of thirty consecutive calendar days, and after such period the place of assignment shall be deemed to be his/her official domicile. He/she shall not be allowed travel and subsistence unless permission to extend the thirty day period has been previously secured from the Commissioner of Administration.

2. **Extended Stays**
For travel assignments approved by the Commissioner of Administration involving duty for extended periods (31 or more consecutive days) at a fix location, the reimbursement rates indicated should be adjusted downward whenever possible. Claims for meals and lodging may be reported on a per diem basis supported by lodging receipt. Care should be exercised to prevent allowing rates in excess of those required to meet the necessary authorized subsistence expenses. It is the responsibility of each agency head to authorize only such travel allowance as are justified by the circumstances affecting the travel.

The only exemption, for travel of 31 days or more, which does not require the Commissioner of Administration's approval, are students, professors or other state employees which are traveling on a grant, scholarship, studying aboard or any other occasion where funds utilized are other than state general funds. Department Head approval is required.

3. **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. However, the Department Head will be allowed to authorize Single Day Meal reimbursement on a case-by-case basis or by types(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. Each Department Head or their designees are to determine the reasonableness of when an overnight stay is justified.

If a Department Head or his/her designee determines that Single Day Meals will be provided for, they must adhere 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 $42.00.

a. **Breakfast & Lunch**: ($22.00) the 12 hours travel duration must begin at or before 6:00 a.m.
b. **Lunch**: ($13.00) Requires 12 hours duration in travel status.
c. **Lunch & Dinner**: ($42.00) The 12 hour travel duration must end at or after 8:00 p.m.

4. **<u>Travel with Over Night Stay</u>:** (minimum of 12 hours in travel status) Travelers may be reimbursed for meals according to the following schedule.
   a. **Breakfast**: When travel begins at/or before 6 a.m. on the first day of travel or extends at/or beyond 9 a.m. on the last day of travel, and for any intervening days.
   b. **Lunch**: When travel begins at/or before 10 a.m. on the first day of travel or extends at/or beyond 2 p.m. on the last day of travel, and for any intervening days.
   c. **Dinner**: When travel begins at/or before 4 p.m. on the first day of travel or extends at/or beyond 8 p.m. on the last day of travel, and for any intervening days.

5. **<u>Alcohol:</u>** Reimbursement for alcohol is prohibited.

B. **Exceptions**

1. Routine Lodging Overage Allowances **(**Receipts required**):** Department Head or his/her designee has the authority to approve actual costs for routine lodging provision on a case by case basis, not to exceed fifty percent over PPM49 current listed rates. (Note: this authority for increase in allowance is for lodging only and not for any other area of PPM49). 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 PPM49 current listed rates. Each case must be fully documented as to necessity (e.g. proximity to meeting place) and cost effectiveness of alternative options. Documentation must be readily available in department's travel reimbursement files.

2. Actual Expenses for State Officers **(**Itemized receipts or other supporting documents are required for each item claimed). State officers and others so authorized by statute (See definition under State Officer) or individual exception will be reimbursed on an actual expenses basis, for meals and lodging except in cases where other provisions for reimbursement have been made by statue. Request shall not be extravagant and will be reasonable in relation to the purpose of travel. <u>State officers entitled to actual expenses reimbursement are only exempt from meals and lodging rates; they are subject to the time frames and all other</u> <u>requirements as listed in these travel regulations</u>.

C. **Meals and Lodging Allowances (MEAL RATES ARE NOT A PER DIEM – ONLY THE MAXIMUM ALLOWED WHILE IN TRAVEL STATUS)**

1. Meal Allowance- Includes 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 expense form. For meal rates, the inclusion of suburbs (see definition of suburb) shall be determined by the Department Head or his/her designee on a case-by case basis. **See tier pricing below**. **Partial meals such as continental breakfast or airline meals are not considered meals.**

   Note: If a meal is included in a conference schedule, it is part of the registration fee, therefore, an employee cannot request/receive additional reimbursement for that meal.

If meals of state officials receiving actual expenses exceed these allowances, itemized receipts are required. See Section 1506.B.2.

2. Meals with relative or friends may not be reimbursed unless the host can substantiate costs for providing for the traveler. The reimbursement amount will not automatically be the meal cost for that area, but rather the actual cost of the meal. Example: The host would have to show proof of the cost of extra food, etc. Cost shall never exceed the allowed meal rate listed for that area.

3. **Routine Lodging Allowance-** MANDATORY USE OF HOTELPLANNER- the State has contracted for all hotel expenditures through HotelPlanner, which use is mandatory. This mandate is also applicable to authorized travelers, contractors, board members and students traveling on behalf of State of Louisiana. Lodging rate**,** plus tax and any mandatory surcharges are allowed**. (**Receipts are required**)** For lodging rates, the inclusion of suburbs (see definition of suburb), shall be determined by the Department Head or his/her designee on a case-by-case basis. Employees should always attempt to use the tax exempt form located on the State Travel Office website http://www.doa.louisiana.gov/osp/travel/forms/hoteltaxexemption.pdf when traveling in-state on official state business, and must be used if hotel expenses are being charged to employee's State Corporate Travel Card, State's LaCarte Card, or the agency's CBA account. When two or more employees on 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.

4. Lodging with relatives or friends may not be reimbursed unless the host can substantiate costs for accommodating the traveler. The amount will not automatically be the lodging cost for that area, but rather the actual cost of accommodations. Example: The host would have to show proof of the cost of extra water, electricity, etc. Cost shall never exceed the allowed routine lodging rate listed for that area. Department Head or his/her designee's approval must be provided to allow lodging expenses to be direct billed to an agency.

5. Conference Lodging Allowance- Employees may be allowed lodging rates, plus tax (other than State of Louisiana tax) and any mandatory surcharge**. (**Receipts are required) Department Head or his/her designee has 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. If there are multiple designated conference hotels, the lower cost designated conference hotel should be utilized, if available. In the event the designated conference hotel(s) have no room availability, a Department Head or is designee may approve to pay actual hotel cost not to exceed the conference lodging rates for other hotels in the immediate vicinity of the conference hotel. This allowance does not include Agency Hosted Conference Lodging Allowances; (see section 1510) for these allowances. In the event a traveler chooses to stay at a hotel which is not associated with the conference, then the traveler must book through HotelPlanner and the hotel rate that will be allowed is routine lodging only, as listed below.

A Department Head or his/her designee may grant a one-time exemption, on a case by case basis, to bypass HotelPlanner, if the designated out-of-state conference hotel does not offer the same rate and/or conference amenities through the portal.

6. No reimbursements are allowed for functions not relating to a conference, i.e. tours, dances, golf tournaments, etc.

(THE ALLOWANCES LISTED BELOW ARE NOT A PER DIEM, THEY ARE ONLY THE MAXIMUM AMOUNT ALLOWED FOR THAT MEAL, WHILE IN TRAVEL STATUS)

TIER I

Breakfast	**$9**
Lunch	**$13**
Dinner	**$29**
Total	**$51**

Lodging Area	**Routine Lodging**
In-State Cities (except as listed)	**$83**
Alexandria/Leesville/Natchitoches	**$86**
Baton Rouge - EBR	**$94**
Covington/Slidell - St. Tammany	**$90**
Lake Charles - Calcasieu	**$83**
Lafayette	**$83**

TIER II

Breakfast	**$10**
Lunch	**$16**
Dinner	**$30**
Total	**$56**

Lodging Area		**Routine Lodging**
New Orleans - Orleans, St. Bernard, Jefferson and Plaquemines Parishes	**July - Sept**	**$107**
New Orleans - Orleans, St. Bernard, Jefferson and Plaquemines Parishes	**October – December**	**$154**
New Orleans - Orleans, St. Bernard, Jefferson and Plaquemines Parishes	**January – June**	**$151**
Out-of-State (Except Cities listed in Tier III & IV)		**$91**

TIER III

Breakfast	**$12**
Lunch	**$17**
Dinner	**$32**
Total	**$ 61**

Lodging Area	**Routine Lodging**
Austin, TX; Atlanta, GA; Cleveland, OH; Dallas/Fort Worth, TX. Denver, CO; Ft. Lauderdale, FL; Hartford, CT; Houston, TX; Kansas City, MO; Los Angeles, CA; Miami, Fl; Minneapolis/St. Paul, MN; Nashville, TN; Oakland, CA; Orlando, FL; Philadelphia, PA.; Phoenix, AZ, Pittsburgh, PA; Portland, OR; Sacramento, CA; San Antonio, TX; San Diego, CA; Sedona, AZ; St. Louis, MO; Wilmington, DE; all of Alaska and Hawaii; Puerto Rico; Virgin Island; American Samoa; Guam, Saipan	**$126**

TIER IV

Breakfast	**$13**
Lunch	**$19**
Dinner	**$36**
Total	**$68**

Lodging Area	**Routine Lodging**
Baltimore, MD; San Francisco, CA; Seattle, WA, Chicago IL, Boston, MA	**$175**
Alexandria, VA; Arlington, VA; New York City, NY; Washington, DC	**$225**
International Cities	**$200**

S1507 PARKING AND RELATED PARKING EXPENSES

A. Baton Rouge Airport- the state's current contract rate is $3.50 per day (no receipts required) for parking in the indoor parking garage as well as the outside fenced parking lot at the Baton Rouge Airport. Documentation required to receive the contract price is the airport certificate and a State ID. If the agency does not issue a State ID, the traveler would need a business card and a driver's license along with the certificate to be eligible for the state contracted rate. Airport certificate may be found on State Travel Office's website at: http://www.doa.louisiana.gov/osp/travel/parking/BRairport.pdf. At the agency discretion an employee may be paid actual expenses up to $5.00 per day with a receipt.

B. New Orleans Airport Parking- the state's current contract is with Park-N-Fly and the rate, inclusive of all allowable and approved taxes/fees, etc will not exceed $7.00 per day and $42.00 weekly **(**no receipts are required for parking at Park-N-Fly in New Orleans). Promotional code 0050081 must be used to obtain this contract rate. For on- line reservations, no other documentation will be required to receive this rate. For all "pay when you exit" employees, a state issued ID or a valid ID with a state business card along with a tax exempt form is required to receive the state contracted rate . At the agency discretion an employee may be paid actual expenses, at another location, up to $7.00 per day with a receipt.

C. Travelers using motor vehicles on official state business may be reimbursed for all other parking, including airport parking except as listed in A and B above, ferry fares, and road and bridge tolls. For each transaction over $5, a receipt is required.

D. Tips for valet parking not to exceed $2 per day.

S1508. REIMBURSEMENT FOR OTHER EXPENSES (The charges are while in travel status only**)**

The following expenses, incidental to travel, may be reimbursed:

A. **Communications Expenses:**

1. For official state business - all business communication costs may be reimbursed, receipts required.
2. For domestic overnight travel - up to $3 for personal calls upon arrival at each destination and up to $3 for personal calls every second night after the first night if the travel extends several days.
3. For 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.
4. 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)

B. **Charges for storage and handling of state equipment**. (Receipts required)

C. Baggage Tips:

1. Hotel Allowances - Up to $3 tip per hotel check-in and $3 tip per hotel checkout, if applicable.
2. Airport Allowances-Up to $3 tip for airport outbound departure trip and $3 tip for inbound departure trip.

D. Luggage Allowances-(Receipt Required) A Department Head or his/her 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. 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:

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

   Note: Traveler should always consider shipping material to final destination or splitting material into additional pieces of luggage to avoid the excess baggage charges in order to save their agency costs.

E. **Registration fees at conferences** (meals that are a designated integral part of the conference may be reimbursed on an actual expense basis with prior approval by the Department Head).

Note: If a meal is included in a conference schedule, it is part of the registration fee, therefore, an employee cannot request/receive additional
reimbursement for that meal.

F. **Laundry services** -employees on travel for more than seven days may be reimbursed, with Department Head or his/her designee approval, up to actual, but reasonable, costs incurred. Receipts are required for reimbursement.

S1509. SPECIAL MEALS

A. Reimbursement designed for those occasions when, as a matter of extraordinary courtesy or necessity, it is appropriate and in the best interest of the state to use public funds for provision of a meal to a person who is not otherwise eligible for such reimbursement and where reimbursement is not available from another source. Requests should be within reason and may include tax and tips. Itemized receipts are required.

1. Visiting dignitaries or executive-level persons from other governmental units, and persons providing identified gratuity services to the state. This explicitly does not include normal visits, meetings, reviews, etc, by federal or local representatives.
2. Extraordinary situations are when state employees are required by their supervisor to work more than a twelve-hour weekday or six-hours on a weekend (when such are not normal working hours to meet crucial deadlines or to handle emergencies).

B. All special meals must have prior approval from the Commissioner of Administration or, for Higher Education, the Entity Head or his/her designee in order to be reimbursed, unless specific authority for approval has been delegated to a Department Head for a period not to exceed one fiscal year with the exception in C, as follows.

C. Department Head may authorize a special meal within allowable rates listed under Meals Tier I, to be served in conjunction with a working meeting of departmental staff. Reasonable tip is allowed if ordered from an outside vendor. Tip should never exceed 20%.

D. In such cases, the department will report on a quarterly basis to the Commissioner of Administration all special meal reimbursements made during the previous three months. For Higher Education, these reports should be sent to the respective Institution of Higher Education management board. These reports must include, for each special meal, the name and title of the person receiving reimbursement, the name and title of each recipient, the cost of each meal and an explanation as to why the meal was in the best interest of the state. Renewal of such delegation will depend upon a review of all special meals authorized and paid during the period. Request to the Commissioner for special meal authorization must include, under signature of the Department Head:

1. Name and position/title of the state officer or employee requesting authority to incur expenses and assuming responsibility for such.
2. Clear justification of the necessity and appropriateness of the request.
3. Names, official titles or affiliations of all persons for whom reimbursement of meal expenses is being requested;
4. Statement that allowances for meal reimbursement according to these regulations will be followed unless specific approval is received from the Commissioner of Administration to exceed this reimbursement limitation.
    a. All of the following must be reviewed and approved by the Department Head or his/her designee prior to reimbursement.
    b. Detailed breakdown of all expenses incurred, with appropriate receipts(s);
    c. Subtraction of cost of any alcoholic beverages.
    d. Copy of prior written approval from the Commissioner of Administration or, for Higher Education, the Entity Head or his/her designee.

S1510. AGENCY HOSTED CONFERENCES (Both In-State and Out-of-State):

A. State sponsored Conferences: An agency must solicit three (3) bona fide competitive quotes in accordance with the Governor's Executive Order for Small Purchase. Agency hosted in-state conferences that require lodging must be booked through HotelPlanner unless prior approval is granted by the Division of Administration, Office of State Travel.

B. Attendee Verification: All state sponsored conferences must have a sign-in sheet or some type of attendee acknowledgment for justification of number of meals ordered and charged.

C. Conference Lunch Allowance: Lunch direct billed to an agency in conjunction with a state sponsored conference is to be within the following rates plus mandated gratuity.

Lunch - In-State excluding New Orleans $20
Lunch - New Orleans and Out-of-State $25

Any other meals such as breakfast and dinner require special approval in accordance with PPM49 Section 1509. "Special Meals" and must have prior approval from the Commissioner of Administration or, for Higher Education, the entity head or his designee.

D. Conference Refreshment Allowance: Cost for break allowances for meeting, conference or convention are to be within the following rates. Refreshments shall not exceed **$4.50 per person,** per morning and/or afternoon sessions. A mandated gratuity may be added if refreshments are being catered.

E. Conference Lodging Allowances: Lodging rates may not exceed twenty dollars above the current listed routine lodging rates listed for the area in which the conference is being held.

S1511. INTERNATIONAL TRAVEL

A. International travel must be approved by the Commissioner of Administration or, for Higher Education, the Entity Head or his/her designee prior to departure, unless specific authority for approval has been delegated to a Department Head. Requests 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.

B. International travelers will be reimbursed the Tier IV area rates for meals and lodging, unless U.S. State Department rates are requested and authorized by the Commissioner of Administration or, for Higher Education, the entity head or his designee, prior to departure. Itemized receipts are required for reimbursement of meals and lodging claimed at the U.S. State Department rates. http://aoprals.state.gov/web920/per_diem.asp

C. It is the agency's decision, if justification is given, to allow state employees to be reimbursed for a VISA and/or Immunizations when the traveler is traveling on behalf of the agency/university on official state business. However, it is not considered best practice for the State to reimburse for a Passport, therefore, Passport reimbursements must be submitted to the Department Head for approval along with detailed justification as to why this reimbursement is being requested/approved.

S1512. WAIVERS

The Commissioner of Administration may waive in writing any provision in these regulations 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.

IN STATE RENTAL VEHICLES CONTRACT

ENTERPRISE RENT-A-CAR MANDATORY IN-STATE VEHICLE RENTALS
BASE RENTAL PRICES - RECEIPTS REQUIRED

VEHICLE CLASS	STATE MOTOR POOL IN-STATE RENTAL CONTRACT (All Rates Incl. CDW/Damage Waiver and 1 Million Liability Coverage Insurance)		
	Daily	Weekly	Monthly
Compact	$29.50	$162.25	$590
Mid-Size/Intermediate	$31.50	$173.25	$630
Standard Size	$31.50	$173.25	$630
Full Size	$34.50	$189.75	$690
Premium	$41.50	$228.25	$830
Mini-Van	$50	$275.00	$1,000
Medium SUV	$51	$280.50	$1,020
Large SUV	$83.50	$459.25	$1,670
Large Truck	$47	$258.58	$940
Cargo Van/Truck	$47	$258.58	$940
15 Passenger Vans	$90	$495.00	$1,800
Hybrid Standard	$43.50	$239.25	$870

Weekly rates will be calculated at five and a half (5.5) times the daily rate; monthly rates will be calculated at twenty (20) times the daily rate. Half day rates of 4 hours or less are available at 75% of the daily charge. No hourly/half day charges shall ever exceed the daily rate listed above.

Base Rental Charges apply to Enterprise locations in the following geographic area: Louisiana

Rental Location Surcharges: In addition to the applicable Base Rental Charges set forth above, rental location surcharges are assessed as follows: New Orleans Airport - Consolidated Facility Charge of $6.20/day, Airport Access Fee of 11.11%; Baton Rouge Airport - Consolidated Facility Charge of $3.75/day, Airport Access Fee of 11%; Lafayette Airport - Airport Access Fee of 11.11%; Lake Charles Airport - Consolidated Facility Charge of $3.00/day, Airport Access Fee of 11.%; Shreveport Airport - Airport Access Fee of 12%.

Enterprise will provide the following:

- Pickup, free of charge, from a business or home with advanced notice.
- Free upgrade if allowed/needed size vehicle is unavailable
- No charges for additional drivers
- 24/7 Roadside Services
- Rates include unlimited mileage for all rentals based out of Louisiana
- In the event that the State traveler has need for the vehicle before Enterprise's normal hours of operation, Enterprise will start rental charges at 7:30 A.M. the morning in which the rental is needed with pickup before the close of business the night prior.
- Overtime grace period of 59 minutes
- Rate ¼ daily rate – up to daily rate for each hour over rental time in contract
- No Drop off charges for rentals in Louisiana that commence in Louisiana.
- Allowance of age 18 or older to drive rental vehicles, with valid driver's license, and age 25 or older to drive a 12 and 15 passenger van when meeting Enterprises other normal renter qualifications. 18-20 year old renters will be limited to Intermediate size vehicles and below and be assessed a $5.00/day surcharge.

ACCOUNT NUMBER: NA1403

RESERVATIONS (24/7):
1-800-RENT-A-CAR
OR
ENTERPRISE.COM

Local Account Manager: Joey Rosenfeld
504-779-3326 – Direct Number
225-445-7250 – Cell Phone
866-346-1572 – fax

ENTERPRISE RENT-A-CAR/NATIONAL - OUT-OF-STATE VEHICLE RENTALS BASE RENTAL PRICES - RECEIPTS REQUIRED

(This contract does not include State of Louisiana or International Rentals)

VEHICLE CLASS	**(All Rates Incl. CDW/Damage Waiver and 1 Million Liability Coverage Insurance)**	
	Daily	**Weekly**
Compact	$30.84*	$154.20*
Standard/Intermediate	$32.71*	$163.55*
Full Size	$35.26*	$176.30*
Small SUV	$53.96*	$269.80*
Large SUV	$83.38*	$416.90*
Small Pick-Up	$48.17*	$240.85*
Large Pick-Up	$52.27*	$261.35*
Mini-Van	$52.93*	$264.65*
12 Passenger Vans	$99.42*	$497.10*
Hybrid/Alternative Fuel	$46.67*	$233.35*

Base Rental Charges apply to Enterprise/National locations in the following geographic area: All Domestic Out-of-State of Louisiana Rentals. (This contract does not cover State of Louisiana and/or International destinations)

***In addition to the applicable Base Rental Charges set forth above, rental location surcharges are assessed as listed on following page.**

Enterprise/National will provide the following:

- CDW/Damage Waiver Insurance along with $1 Million Liability Protection Coverage (Domestic Travel only)
- Free upgrade if allowed/needed size vehicle is unavailable
- Accepts p-card and travel card, direct monthly billing and/or individual credit card payments.
- No charges for additional drivers
- No Blackout Dates
- 24/7 Roadside Services – **For Lockout/Fuel Assistance - $61.00 Maximum Cap Charge – Not Reimbursable**
- Rates include unlimited mileage for all roundtrip rentals
- Free shuttle service
- No Drop off charges for rentals for one way rentals of 500 miles or less
- Allowance of age 18 or older to drive rental vehicles, with valid driver's license.
- **Smoking Damage Fee –Actual Cost – Not Reimbursable**
- **One Way Differential Fee - $65.65 per rental for all 1 way rentals over 500 miles**

ACCOUNT NUMBER: NA1403

RESERVATIONS (24/7):
1-800-RENT-A-CAR
OR
ENTERPRISE.COM

Local Account Manager: Joey Rosenfeld
504-779-3326 – Direct Number
225-445-7250 – Cell Phone
866-346-1572 – fax

NATIONAL/ENTERPRISE CITY AND STATE – OUT-OF- STATE SURCHARGE DIFFERENTIAL/SEASONAL RATES

National/Enterprise City or State Surcharge or differential rates:

CITY		DAILY DIFFERENTIAL OR SURCHARGE RATE
AK	Fairbanks, AK	$10.00
	Anchorage, AK	$10.00
	Juneau, AK	$10.00
CA	Los Angeles Metro	$6.00
	San Diego Metro	$6.00
	San Francisco Metro	$6.00
	Oakland Metro	$6.00
	Sacramento Metro	$6.00
	Riverside Metro	$6.00
	San Bernardino Metro	$6.00
TX	Midland Metro	$6.00
	Lubbock Metro	$6.00
	Austin Metro	$6.00
	College Station Metro	$6.00
	Houston Metro	$6.00
	Dallas/Ft Worth Metro	$6.00
	San Antonio Metro	$6.00
	Brownsville/Corpus Christi	$6.00
NY	New York City Metro	$23.00
	Albany Metro	$7.00
	Long Island Metro	$15.00
	Westchester Metro	$15.00
	Newark Metro	$15.00
VT	Burlington Metro	$7.00

The Following National Locations may have a seasonal daily surcharge from $2.00 to up to $6.00 per day:

STATE	LOCATION DESCRIPTION
AL	Dothan ARPT
AR	Forth Smith ARPT
AR	Northwest Arkansas Reg ARPT
CA	Eureka – Arcata Airport
CO	Vail/Eagle County/Gypsum
GA	Columbus Metro ARPT
GA	Macon ARPT
ID	Idaho Falls ARPT
ID	Twin Falls ARPT
IL	Bloomington ARPT
IL	Champaign In town
IL	Campaign ARPT
IL	Peoria ARPT
IL	Rockford ARPT
IN	Anderson E 53rd Street
IN	FWAC49 Walkup Only
IN	Ft Wayne Intl ARPT
IN	Terre Haute S 3rd St
IN	Lafayette In town
KS	Wichita Mid-Continent ARPT
LA	Alexandria ARPT
LA	Baton Rouge ARPT
LA	Lake Charles ARPT
LA	Monroe ARPT
LA	Shreveport ARPT
MI	Flint ARPT
MI	Muskegon ARPT
MI	Traverse City ARPT
MN	Brainerd ARPT
MT	Billings ARPT
IA	Sioux City ARPT
MT	Bozeman ARPT
MT	Kalispell ARPT
MT	Great Falls Int ARPT
MT	Helena Reg ARPT
MT	Missoula
MT	Missoula ARPT
ND	Grand Forks ARPT
ND	Minot ARPT
NE	North Platte ARPT
PA	Allentown ARPT
PA	Scranton Int'l ARPT
PA	Erie ARPT
PA	State College High Tech Road
PA	State College ARPT
SD	Sioux Falls South Louise Ave
SD	Sioux Falls ARPT
SD	Rapid City ARPT
TX	Corpus Christi ARPT
TX	Tyler ARPT
VA	Roanoke Coulter
VA	Roanoke Reg ARPT
VT	Burlington ARPT
WI	Appleton ARPT
WI	Mosinee ARPT
WI	Green Bay ARPT
WI	LaCrosse Mun ARPT
WI	Rhinelander ARPT
V	Charleston ARPT
V	Lewisburg
Y	Jackson Hole Downtown
Y	Jackson Hole ARPT

HERTZ CAR RENTAL- OUT-OF-STATE
BASE RENTAL PRICES - RECEIPTS REQUIRED

(This contract does not include State of Louisiana or International Rentals)

VEHICLE CLASS	**(All Rates Incl. CDW/Damage Waiver and 1 Million Liability Coverage Insurance)**	
	Daily	**Weekly**
Compact	$29.00*	$159.50*
Standard/Intermediate	$33.00*	$181.50*
Full Size	$36.00*	$198.00*
Small SUV	$63.00*	$346.50*
Large SUV	$84.00*	$462.00*
Small Pick-Up	$84.00*	$462.00*
Large Pick-Up	$106.00*	$583.00*
Mini-Van	$58.00*	$319.00*
12 Passenger Vans	$79.00*	$434.50*
Hybrid- Prius	$42.00*	$231.00*
Hybrid – Camry	$44.00	$242.00
Alternative Fuel	$52.00	$286.00

Base Rental Charges apply to Hertz locations in the following geographic area: All Domestic Out-of-State of Louisiana Rentals. (This contract does not cover State of Louisiana and/or International destinations)

***In addition to the applicable Base Rental Charges set forth above, rental location surcharges are assessed as listed on following page.**

Hertz will provide the following:

- CDW/Damage Waiver Insurance along with $1 Million Liability Protection Coverage (Domestic Travel only)
- Free upgrade if allowed/needed size vehicle is unavailable
- Accepts p-card and travel card, direct monthly billing and/or individual credit card payments.
- No charges for additional drivers
- No Blackout Dates
- 24/7 Roadside Services
- Rates include unlimited mileage for all roundtrip rentals
- Free shuttle service
- No Drop off charges for rentals for one way rentals of 500 miles or less
- Allowance of age 18 or older to drive rental vehicles, with valid driver's license.
- **Smoking Damage Fee of $150 – Not Reimbursable**
- **One Way Differential Fee - $125 per rental for all 1 way rentals over 500 miles**

ACCOUNT NUMBER: 70592

RESERVATIONS (24/7):
1-800-654-3131
OR
www. HERTZ.COM

Louisiana Account Manager: Tami Vetter
225-303-5973 – Direct Number
985-809-6619 – Office
866-800-3643 - Fax
tvetter@hertz.com – Email

Notes

HERTZ CITY AND STATE SURCHARGE – OUT- OF- STATE DIFFERENTIAL RATES

CITY		DAILY DIFFERENTIAL OR SURCHARGE RATE
CA	Burbank AP	$3.00
	John Wayne AP	$3.00
	Oakland AP	$3.00
	San Jose AP	$3.00
	San Luis Obispo	$13.00
DC	Washington	$8.00
ID	Idaho Falls	$6.00
	Boise	$6.00
	Hailey	$10.00
	Lewiston	$20.00
	Pocatello	$6.00
	Sun Valley	$6.00
IL	Chicago	$8.00
MA	Boston	$8.00
MD	Baltimore	$8.00
MI	Detroit	$8.00
MT	Missoula	$6.00
	Butte	$10.00
NJ	Newark	$19.00
NY	JFK, LGA, Manhattan	$29.00
OR	Bend	$10.00
	Klamath Falls	$10.00
	Medford	$10.00
	Pendleton	$10.00
	Redmond	$10.00
	Salem Airport	$10.00 - (Mini Vans, SUV's & Hybrids Only)
	Sun River	$10.00
PA	Philadelphia	$8.00
WA	Pasco	$10.00
	Pullman	$6.00
	Spokane	$6.00
	Walla Walla	$10.00
	Wenatchee	$10.00
	Yakima	$10.00

The state has a contract for hotel services, which use is mandatory. This mandate is also applicable to authorized travelers, contractors, board members and students who are traveling on behalf of State of Louisiana. Below is a list of important information for travelers and traveler arrangers.

1. When entering your email address please verify that your email address is correct. Hotelplanner cannot resend a copy of the email confirmation/receipt. Each agency/university/board program administrator(s) may run a report to obtain reservation information only.

2. It is important that the traveler book through the correct portal which is https://louisiana.hotelplanner.com. Not booking through the portal will result in the traveler reimbursing their agency/university/board.

3. Email receipts received from Hotelplanner for PAY NOW reservations are acceptable receipts for reimbursement. Receipts received from hotels from PAY AT HOTEL reservations are acceptable receipts for reimbursement.

4. A tax exemption certification is not utilized when booking a PAY NOW reservation through the portal. Only when you chose PAY HOTEL.

5. Travelers attending any conference within the state of Louisiana, that requires lodging must be booked through Hotelplanner, unless prior approval is granted by the Division of Administration, Office of State Travel.

6. Agency/university/board in-state hosted conference that require lodging must be booked through Hotelplanner unless prior approval is granted by the Division of Administration Office of State Travel.

7. Group lodging for in-state and out-state bookings must be booked through Hotelplanner unless prior approval is granted by the Division of Administration, Office of State Travel. Refer to portal instructions for group bookings.

8. Travelers not adhering to hotel cancellations and not booking through the portal without approval will be subject to reimbursing their agency/university and board.

9. Expect your credit card statement to reflect and the hotel to welcome you as valued HotelPlanner client, Expedia, Hotels.com, or a Book a Bed, etc. client. As HotelPlanner works in partnership with over 30 different clients and suppliers to offer a variety of rate options to the State of Louisiana.

10. An exemption may not be granted for a preferred hotel to receive promotional items/points.

11. Confirmed reservations cannot be changed. Should your plans change, cancel your confirmed reservation within the cancellation guidelines, if cancellations are allowable. Then simply make a new reservation, reflecting your revised travel plans. Please know that room availability and/or previous room rates may not be available for your new reservation.

12. To determine if your reservation can be canceled, refer to your reservation confirmation email, to view the cancellation policy.

13. To cancel your reservation, refer to your reservation confirmation email and click the "View or Cancel Reservation" link at the bottom of the email. Input your confirmation number and the email address that was used to make your reservation. Once your reservation displays, click "cancel" and retain your cancellation confirmation for your records. NOTE: Some hotels will allow you to cancel a reservation by telephone. Please be aware that should a dispute occur, you will not have a hard-copy cancellation confirmation to support your case.

14. The portal has advance filters to assist travelers with landmark, zip code, neighborhood, address, ratings and prices. This tool is highly recommend.

15. It is the agency/university/board CBA approver responsibility to make sure that a credit card authorization is downloaded and email or faxed to the hotel for a traveler stay. The credit card authorization form is embedded within the portal (see portal instruction for further instructions).

16. It is important that you seek guidance from your program administrators, who have received written portal instructions, as well as read the advisements on the portal, for important information concerning cancellation policies, refund & nonrefundable conditions and the amount your credit card will be charged, at the time of booking. Waivers, exceptions and concessions will not be granted, for concerns that are addressed in written portal instructions or portal advisements. Hotelplanner does not set rates and cancellations policy for hotels. These terms are set by each hotel.

State of Louisiana HOTEL PORTAL IS LOCATED AT:
https://louisiana.hotelplanner.com

AIRFARE INSTRUCTIONS

USE OF THE STATE CONTRACTED TRAVEL AGENCY - SHORT'S TRAVEL MANAGEMENT IS MANDATORY FOR ALL AIRFARES!!

NOTE: HOWEVER, WHEN USING SHORT'S TRAVEL MANAGEMENT - YOU HAVE OPTIONS FOR THE TYPE OF AIRFARE TICKET PURCHASED.

This office strongly encourages use of lowest logical airfares. You should ask the contracted travel agency to check for the lowest logical rates based on your personal needs as well as ask if there are other refundable airfares available.

The State always supports purchasing the **"best value"** ticket. Therefore, once all rates are received, the traveler must compare cost and options to determine which fare would be the **"best value"** for their trip. To make this determination, the traveler must ask the question: Is there a likely-hood my itinerary could change or be cancelled? Depending on the response, you must determine if the costs associated with changing a non-refundable ticket (usually around $200) would still be the best value.

Another factor to assist having the state's contracted travel agent search the lowest fare is being able to advise the agent if you are flexible in either your dates or time of travel. By informing the contracted travel agent of your "window of time" for your departure and return will assist them to search for the best price. Travelers are to seek airfares allowing an ample amount of lead time prior to departure date. The lead-time should be about (10) ten to (14) fourteen days in advance of travel dates to ensure the lowest fares are available. Generally, the earlier a ticket is purchased, provides for lower airfares.

1. ON-LINE BOOKING FEE FOR FISCAL YEAR 2015-2016 WILL BE $2.00.

2. THE TRANSACTION FEE FOR FISCAL YEAR 2015-2016 WILL BE $19.50 WHICH IS NON REFUNDABLE.

3. REMEMBER: A ticket is not purchased until you confirm your reservation with a credit card! Until payment is confirmed with our travel agency, there will not be an electronic ticket issued at the airport.

Note: When you ask the travel agent to hold a specific flight that means the seat is being held, not the price of the ticket, the price can change at any time.

Many travelers contact the travel agency to inquire about travel arrangements. If you select specific flights and dates (an itinerary) and ask the travel agent to hold that itinerary, a ticket is still not purchased. You must give specific instructions to purchase the ticket and receive a receipt which contains a ticket number to confirm that a ticket has been issued in your name.

Before purchasing an airline ticket, please confirm that your itinerary is correct, make sure that the spelling of your name on the itinerary/ticket is the same as on your driver's license and passport, check dates, times, fares, services, etc.

IF THE STATE'S CONTRACTED TRAVEL AGENT DOES NOT OFFER YOU OPTIONS ------ ASK!

Airfare Cancellations and Unused Ticket Use

Travelers must cancel the reservation 24 hours before departure to avoid suspension of unused ticket. If the ticket is not cancelled and becomes suspended, some airlines may allow it to be reopened, but there is an airline fee to do so. Once cancelled the traveler should retain the invoice/receipt sent upon completion of original purchase. This receipt has the original ticket number which will be needed to process the new reservation and use of the unused ticket. Unused tickets are valid one year from date of original purchase and carrier may require travel be completed one year from date of original purchase. Simply communicate to your agent at the time of the new reservation that you have an unused ticket along with the ticket number (information on report, if unknown by traveler) so that you may get credit for the unused portion.

Airlines will charge a reissue fee which can vary by air carrier. The current standard domestic fee with most major carriers is $200.00, international $250.00. However, penalty fees vary based on carrier and destination. This reissue fee will be assessed along with any new fare amount higher than the original purchase price. The agent will quote all fees associated when new reservation is made.

Tickets which are unused by a traveler should always be monitored by the traveler and the agency. Traveler should ensure that any unused ticket is considered when planning future travel arrangements. Some airlines have a policy which would allow for a name change to another employee within the agency. A view of the latest airline policies regarding unused tickets are available at the State Travel Office's website:

http://www.doa.louisiana.gov/osp/travel/airfare.htm