GENERAL:

TRAVEL AUTHORIZATION:

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

Contracted Hotel Services

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

Meals Allowance – Including Tax and Tips

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

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

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.

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.

Dinner: When travel begins at/or before 4p.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.

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

	Tier I
Breakfast	**$ 9**
Lunch	**$13**
Dinner	**$29**
	$51

LODGING:	Routine Lodging
In-State Cities (except as listed)	**$89**
Alexandria/Leesville/Natchitoches	**$97**
Baton Rouge – EBR	**$98**
Covington/Slidell – St. Tammany	**$89**
Lafayette	**$89**
Lake Charles – Calcasieu	**$89**

	Tier II
Breakfast	**$10**
Lunch	**$16**
Dinner	**$30**
	$56

LODGING:	Routine Lodging
New Orleans, Orleans, St. Bernard, Jefferson, and Plaquemines Parishes May –Sept	**$122**
New Orleans, Orleans, St. Bernard, Jefferson, and Plaquemines Parishes October-Dec	**$153**
New Orleans, Orleans, St. Bernard, Jefferson, and Plaquemines Parishes Jan- April	**$160**
Out-of-State (Except Cities listed in Tier III & IV)	**$91**

	Tier III
Breakfast	**$12**
Lunch	**$17**
Dinner	**$32**
	$61

LODGING :	Routine Lodging
Atlanta, Austin, Cleveland, Dallas/Fort Worth	**$126**

Denver, CO, Fort Lauderdale, Hartford, Houston, Kansas City, Los Angeles, Las Vegas, Miami, Minneapolis/ST. Paul, Nashville, Oakland. CA., Orlando, Philadelphia, Phoenix, Pittsburgh, Portland, OR., Sacramento, San Antonio, San Diego, Sedona, St. Louis, Wilmington, DE, Puerto Rico, Virgin Islands, all of Alaska and Hawaii, Guam, American Samoa, Saipan

	Tier IV
Breakfast	**$13**
Lunch	**$19**
Dinner	**$36**
	$68

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

AIRFARE: Remember, while use of the contract travel agency is mandatory:

The State Travel Office strongly encourages use of lowest logical airfares. The State always supports purchasing the "best value" ticket. You should ask the state's contracted travel agency to check for the lowest logical rates based on your personal needs.

Remember, PPM49, Section 1504 B2 (c) states "The policy regarding airfare penalties is that the State will pay for the airfare and/or penalty incurred for a change or cancellation if required by the State or other unavoidable situations approved by the agency's department head. Justification for the change or cancellation by the traveler's department head is required on the travel voucher." 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.la.gov/pages/osp/Travel/af-index.aspx .

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 three 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.

MILEAGE:

Reimbursement from official domicile to area of travel based on most direct route. Mileage shall be reimbursable on the basis of $0.51 **per** the following:

For official In-State business travel

1. Employee should utilize a state vehicle when available
2. Employee may rent a vehicle from Enterprise Rent-A-Car's State Motor Pool Rental Contract, if state vehicle is not available and travel exceed 100 miles; or
3. If an employee elects to use his/her personal vehicle, reimbursement may not exceed a maximum of 99 miles per round trip and/or day (or the return to domicile) at $0.51 cents per mile.

RENTAL CARS (Receipt Required)

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

In-State Motor Pool Rentals

Compact	$29.50	$162.25 weekly	$590.00 monthly
Intermediate	$31.50	$173.25 weekly	$630.00 monthly

Only the rental of compact or intermediate model is reimbursable, unless non-availability is documented, or the vehicle will be used to transport more than two persons. Written approval from the department head prior to departure is required

ENTERPRISE CAR RENTAL: Number: NA1403 RESERVATIONS (24/7)

1-800-RENT-A-CAR OR ENTERPRISE .COM

In–State	Phone Number	Corporate Discount #'s
Enterprise	1-800-736-8222	NA1403

OUT- OF- STATE Vehicle Rental (Receipt Required)

Out-of-State Vehicle Rental Mandatory. The State has contracted for rental vehicles for domestic, out-of-state travel, excluding Louisiana and international travel, utilizing the State of Louisiana's Out-of-State Contracts, which use is mandatory. 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. Pricing includes CDW/ (Collision Damage Waiver) and a million dollar liability insurance.

Out of-State Hertz Car Rental Contract

Compact	$29.00	$159.50	weekly
Intermediate	$33.00	$181.50	weekly

Out of State	Phone Number	Corporate Discount #'s
Hertz	1-800-654-3131 www.HERTZ.COM	70592

Out of-State Enterprise/National Car Rental Contract

Compact-	$31.30	$156.51 weekly
Intermediate	$33.20	$166.00 weekly

Out of State	Phone Number	Corporate Discount #'s
Enterprise	1-800-RENT-A-CAR ENTERPRISE.COM	NA1403
National	1-877-222-9058 NATIONALCAR.COM	NA1403

Gasoline (Receipt Required)

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

Public Ground Transportation: (Shuttles, Airport limousines, etc.) The cost of public ground transportation such as buses, subways, airport shuttle/limousines, and taxis are reimbursable when the expenses are incurred as part of approved state travel. See receipt requirements below

Airport Shuttle/limousines, taxi reimbursements. A driver's tip for shuttles/limousines and taxis may be given and must not exceed 15% of total charge. Amount of tip must be included on receipt received from driver/company. All other forms of public ground transportation 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.

PARKING:

Airport Parking Contracts:

Baton Rouge Airport:

Documentations required to receive the contract price of $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. State ID and Baton Rouge Airport certificate. This certificate must be completed and presented when exiting the parking area at Baton Rouge Airport. Therefore, the traveler must have both this certificate and their State ID badge to receive the state rate. For any agency that does not issue ID badges, the employee must present this certificate along with a business card and driver's license. Certificate may be obtained at: http://www.doa.la.gov/pages/osp/Travel/parking.aspx.

New Orleans Airport – Park'N Fly: The state's contract rate is $7.00 per day, $42.00 weekly at Park' N Fly (no receipt required). Park' N Fly requires state issued photo ID, or valid ID with a state business card, and a tax exemption form if reservation is not made on website, which is located at: http://www.doa.louisiana.gov/osp/travel/parking.htm. At the agency discretion an employee may be paid actual expenses up to $7.00 per day with a receipt.

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

REIMBURSEMENT FOR OTHER EXPENSES

(These charges are while in travel status only)

Telephone

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

Personal Calls:

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

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

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

BAGGAGE TIPS:

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

LUGGAGE ALLOWANCE: (Receipt Required)

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

INTERNATIONAL TRAVEL

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

WAIVERS

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

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

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

LOUISIANA STATE EMPLOYEES FISCAL YEAR 2016-2017 POCKET GUIDE TO TRAVEL REGULATIONS

For more detailed guidelines, refer to PPM No. 49 - General Travel Regulations (Effective July 1, 2016)

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

CONTRACTED TRAVEL AGENCY

SHORT'S TRAVEL MANAGEMENT d/b/a SHORTS TRAVEL SERVICE
Waterloo, IA
Toll free (888) 846-6810
Fax: (319) 433-0847

Email: state@shortstravel.com
Website: www.shortstravel.com/la

**** PLEASE NOTE THAT THERE IS A $21 CHARGE PER CALL FOR AFTER HOUR EMERGENCY SERVICE 1-888-846-6810**
After 5 p.m. and on weekends. **This service is for emergency travel only** and not for booking advanced travel.