Policy and Procedure Memoranda

POLICY AND PROCEDURE MEMORANDA

Office of the Governor
Division of Administration
Office of State Travel

General Travel C PPM 49
(LAC 4:V.1505 and 1506)

Editor's Note: This section is being repromulgated to correct an error. This Policy and Procedure Memoranda can be viewed on pages 802-809 of the June 20, 2001 edition of the *Louisiana Register*.

Title 4
ADMINISTRATION

Part V. Policy and Procedure Memoranda

§1505. 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 exception is granted in accordance with these regulations. Temporary assignment will be deemed to have ceased after a period of thirty-one 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-one day period has been previously secured from the commissioner of administration.

2. Travel Period. Travelers may be reimbursed for meals according to the following schedule:

a. breakfast C when travel begins at/or before 6 a.m. and extends beyond 9 a.m. on single day travel; or when travel begins at/or before 6 a.m. on the first day of travel or extends beyond 9 a.m. on the last day of travel, and for any intervening days.

b. lunch C reimbursement shall only be made for lunch when 1) travel extends over at least one night or 2) if traveler is in travel status for 12 hours or more in duration. If travel extends overnight, lunch may be reimbursed for those days where travel begins at/or before 10 a.m. on the first day of travel, or extends beyond 2 p.m. on the last day of travel, and for any intervening days.

c. dinner C when travel begins at/or before 4 p.m. and extends beyond 8 p.m. on single day travel; or when travel begins at/or before 4 p.m. on the first day of travel or extends beyond 8 p.m. on the last day of travel and for any intervening days.

3. Alcohol. Reimbursement for alcohol is prohibited.

B. Exceptions

1. Twenty Five Percent Over Allowances. Department heads may allow prior approval for their employees to exceed the lodging and meals provisions of these regulations by no more than 25 percent on a case-by-case basis. 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 the department's travel reimbursement files. This authority shall not be delegated to any other person. Reimbursement requests must be accompanied by receipt.

2. Actual Expenses for State Officers. State officers and others so authorized by statute (see definitions under *Authorized Persons*) 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 statute. The request for reimbursement must be accompanied by a receipt or other supporting documents for each item claimed and shall not be extravagant and will be reasonable in relationship to the purpose of the travel. State officers entitled to actual expense reimbursements are only exempted from meals and lodging rates; they are subject to the time frames and all other requirements as listed in the travel regulations.

C. Traveler's Meals (including tax and tips).

1. Travelers may be reimbursed up to the following amounts for meals.

	In-State	O/S Includes N.O.	High Cost and NYC
Breakfast	$6	$6	$8
Lunch	$8	$9	$10
Dinner	$12	$14	$19
	$26	$29	$37

2. Receipts are not required for routine meals within these allowances. Number of meals claimed must be shown on travel voucher. Partial meals such as continental breakfasts or airline meals are not considered meals. If meals of state officials exceed these allowances, receipts are required.

D. Conference Meals. Cost of meals direct billed to agency in conjunction with state-sponsored in-state conferences exclusive of tax and mandated gratuity.

Lunch In-State excluding New Orleans	$10
Lunch - New Orleans	$12

Conference Refreshment Expenditures: Cost for a meeting, conference or convention are to be within the following rates: (Note: refreshment expenses are not applicable to an individual traveler) served on agency's property: not to exceed $2.00 per person, per morning and/or afternoon sessions served on offsite properties that require catered services: not to exceed $3.50 exclusive of tax and mandated gratuity per person, per morning and/or afternoon sessions.

E. Lodging (Employees will be reimbursed lodging rate, plus tax, receipt required)

$55	In-state (except as listed)
$65	Baton Rouge
$70	Bossier City, Lake Charles, Shreveport (Sulphur will be considered a suburb of Lake Charles)
$90	New Orleans, (Gretna, Kenner, Metairie will be considered suburbs of New Orleans, for lodging only)

$65 Out-of-State (except those listed)

$105 High cost (Atlanta, Baltimore, Boston, Cleveland, Dallas, Denver, Detroit, Houston, Los Angeles, Miami, Nashville, Oakland, Ca., Philadelphia, Phoenix, Pittsburgh, Portland, Or., San Diego, St. Louis, Seattle, Tampa, Fl., Wilmington, De., all of Alaska or Hawaii)

$120 Chicago, San Francisco, Washington, D.C.

$165 New York City

*The inclusion of suburbs shall be determined by the department head on a case-by-case basis.

F. Conference Lodging (Employees will be reimbursed lodging rate, plus tax, receipt required)

1. Travelers may be reimbursed expenses for conference hotel lodging per the following rates, if the reservations are made at the actual conference hotel. When reservations are not available at the conference hotel and multi-hotels are offered in conjunction with a conference, traveler shall seek prices and utilize the least expensive. In the event all conference hotels are unavailable, then the traveler is subject to making reservations within the hotel rates as allowed in Section E, above.

$65 In-state (except as listed)

$70 Baton Rouge

$80 Bossier City, Lake Charles, Shreveport

$110 New Orleans, state sponsored conferences

$140 Out-of-state and New Orleans for non-state sponsored conferences

$165 New York City

*The inclusion of suburbs shall be determined by the department head on a case-by-case basis.

2. For conferences hosted by the state you must either use the state contracted travel services or solicit three competitive quotes to include sleeping rooms, meeting rooms, meals and breaks, etc.

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

G. Extended Stays. For travel assignment involving duty for extended periods (31 or more consecutive days) at a fixed 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 allowances as are justified by the circumstances affecting the travel.

AUTHORITY NOTE: Promulgated in accordance with R.S. 39:231.

HISTORICAL NOTE: Written by the Office of the Governor, Division of Administration, November 1, 1972, promulgated LR 1:179 (April 1975), amended LR 1:338 (August 1975), LR 2:312 (October 1976), LR 5:93 (May 1979), LR 8:405 (August 1980), LR 7:7 (January 1981), LR 8:406 (August 1982), LR 15:820 (October 1989), LR 16:965 (November 1990), LR 26:1256 (June 2000), LR 27:802 (June 2001), repromulgated LR 27:0000 (September 2001).

§1506. Parking and Related Parking Expenses

A. Parking for the Baton Rouge Airport. Actual expense will be paid up to a maximum daily allowance of $3.50. No receipt required.

Note: current contract rate is available from the Baton Rouge Airport Parking for the outside, fenced lot. Not in the parking garage.

B. Parking for the New Orleans Airport. Actual expense will be paid up to a maximum daily allowance of $6. No receipt required. Park 'N Fly : $6 daily and $36 weekly.

C. Travelers using motor vehicles on official state business will be reimbursed for reasonable storage fees, for all other parking except as listed in #1 and #2 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 $1 per in and $1 per out, per day.

AUTHORITY NOTE: Promulgated in accordance with R.S. 39:231.

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