LOUISIANA
TRAVEL POLICY TRAINING

PREPARE FOR TAKE-ARF!

PPM49
POLICY AND PROCEDURE MEMORANDUM 49
PPM49 SMART PHONE APP

www.doa.la.gov/Pages/osp/Travel/mobileapp.aspx

PPM49 ACCESS FOR WHILE YOU ARE TRAVELING – USE WEB ADDRESS ABOVE ON YOUR PHONE AND ACCESS FROM LEO “P” OR “H” NUMBER

• CATEGORIES INCLUDE:
  • MEAL ALLOWANCE TIERS/PRICING
  • HOTEL ALLOWANCE TIERS/PRICING
  • RENTAL CAR – (discount codes and phone numbers)
  • TIPS SECTION
  • TAXI SECTION
  • LUGGAGE SECTION
http://www.doa.la.gov/Pages/osp/Travel/Index.aspx
CHANGES TO PPM49

- Mandated Travel Agency changes to Christopherson Business Travel on January 1, 2021

- Personal vehicle mileage reimbursement has been changed to $0.57 per mile, up to a maximum of 99 miles, without prior approval.

- Training courses which are several days and have a designated hotel and rate, can be considered a “conference hotel” and therefore the designated rate can be allowed. Documentation showing actual conference rate is required.

- USPARK’s uncovered parking is reimbursable with at receipt (as published on USPARK.net)

- Special Meals always require a sign-in sheet/roster

- TIER PRICING HAS CHANGED IN SOME AREAS. PLEASE REVIEW PPM49 IN ITS ENTIRETY
MANDATORY USE OF STATE CARD PROGRAM FOR HIGH COST TRAVEL EXPENSES SUCH AS:

GROUP TRAVEL

AIRFARE

LODGING

VEHICLE RENTALS

REGISTRATION
CONTRACTED TRAVEL AGENCY THROUGH DECEMBER 31, 2020 ONLY

SHORT’S TRAVEL MANAGEMENT
TOLL FREE: 888-846-6810
EMAIL: STATE@SHORTSTRAVEL.COM
WEBSITE: WWW.SHORTSTRAVEL.COM/LA

AFTER HOURS SERVICE
(AFTER 5:00 PM AND ON WEEKENDS)
888-846-6810
PLEASE NOTE THAT THERE IS A $21 CHARGE PER CALL FOR AFTER HOUR SERVICES

(Agency will have final decision on reimbursement of this charge, which should depend on reason for call, i.e. true emergency, and not to check on flight time, hotel information, etc.)

STM DRIVEN
Short’s Travel Management
Direct: (319) 433-0851
Mobile: (773) 512-3840
Email: ngyllin@STMDriven.com
CONTRACTED TRAVEL AGENCY
BEGINNING JANUARY 1, 2021

CHRISTOPHERSON BUSINESS TRAVEL
5588 S. Green Street, Salt Lake City, UT 84123

CHRISTOPHERSON'S TRAVEL ADVISOR TEAM
TOLL FREE: 800-961-0720
DIRECT: 205-874-857
HOURS: 7:00 AM - 8:00 PM CT, Monday - Friday
EMAIL: statela@cbtravel.com (State Advisor Team)
EMAIL: statelauniv@cbtravel.com (University Advisor Team)
WEBSITE: https://app.cbtat.com/

CHRISTOPHERSON’S ONLINE SUPPORT
TOLL FREE: 888-535-0179
HOURS: 8:00AM – 7:00PM CT, Monday - Friday

MOTOR COACH TRAVEL
Nick Gyllin
Direct: (773) 766-8123
Email: ngyllin@STMDriven.com
• Travelers are able to book airfare
• Access Itineraries
• View trip details
AIRFARE REIMBURSEMENTS

Transaction Fee is $19.50 to speak to an agent and only $2 for on-line.

The fee is not refundable, but reimbursable; nor is it considered when comparing airfare rates.

Costs of preferred or premium seats are not reimbursable – check-in within 24 hours of departure or at a minimum 30 minutes prior to departure/loading.
UNUSED TICKETS

- Travelers should monitor unused tickets
  
  GET EMAILS TO UTILIZE OR NOTIFY AGENCY FOR SOMEONE ELSE TO UTILIZE; NOTIFICATION SENT 120, 90, 60, 30 AND 14 DAYS PRIOR TO EXPIRATION
  
  LISTED ON DASHBOARD OR HOME PAGE WHEN YOU LOG INTO BOOKING SYSTEM

- Should always use unused ticket credits first when traveling on future trips

- If traveler knows not going to travel within expiration date of unused ticket, get with travel program administrator to change ticket name, if possible

- Department Head at minimum of three months prior to expiration must review and determine, based on justification, if reimbursement from traveler is required

- Delta and American
  
  FILES MUST BE PROPERLY DOCUMENTED
PERSONAL VEHICLES

57 CENTS
PER MILE

Odometer Readings

Website Mileage Calculator
Personal Vehicle Changes

- Personal Mileage Reimbursement
  - Up to 99 Miles Maximum Per Trip/Day

- Over 100 Miles of Travel
  - Utilize State Vehicle, If Available
  - Rent Vehicle from State Motor Pool Rental Contract - Enterprise Rent-A-Car
  - Use Personal Vehicle with Reimbursement Up To 99 Miles

- NO MILEAGE REIMBURSEMENT OR RENTALS IF EMPLOYEE IS RECEIVING A MONTHLY ALLOWANCE
  - Only when flying out of state
RENTAL VEHICLES

VEHICLE SIZE REIMBURSEMENT:
COMPACT OR INTERMEDIATE/STANDARD

REQUIRES PRIOR APPROVAL FROM DEPARTMENT HEAD OR DESIGNEE - MAY BE DONE ON ANNUAL BASIS

MANDATORY IN-STATE AND OUT-OF-STATE

PERSONAL USE OF RENTAL VEHICLE DURING A RENTAL FOR OFFICIAL STATE BUSINESS IS NOT ALLOWED.
IN-STATE VEHICLE RENTAL CONTRACT

ENTERPRISE – NA1403

Enterprise will provide the following:

- Pick-up, free of charge, from a business or home with advance 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 for which the rental is needed with pickup before the close of business the night prior
- No Drop-off charges for rentals in Louisiana that commence in Louisiana
- THERE SHOULD BE NO OTHER CHARGES, EXCEPT .78 CENTS RECOVER FEE, ADDED TO THE RENTAL VEHICLE’S BASE PRICE
CDW/Damage Waiver Insurance along with $1 Million Liability Protection Coverage is included in the In-State Motor Pool Rental Contract price.

NO OTHER INSURANCE WILL BE REIMBURSED WHEN RENTING, EXCEPT FOR OUTSIDE OF THE 50 UNITED STATES, SEE SECTION 1504.C.3.i.

There should be no other charges added to the base price, unless you reserve your vehicle at an airport location (which is NOT recommended).
OUT-OF-STATE DOMESTIC VEHICLE RENTAL CONTRACTS

- NATIONAL/ENTERPRISE – NA1403
- HERTZ – 70592

MANDATORY

- CITY/STATE SURCHARGE DIFFERENTIAL RATES
- INCLUDES CDW/DAMAGE WAIVER; $1 MILLION LIABILITY PROTECTION
- FREE UPGRADES
- DIRECT BILLING
- UNLIMITED MILEAGE FOR ROUND TRIP
- ONE-WAY DROP-OFF CHARGE MAY BE APPLICABLE
- SMOKING DAMAGE FEE
GASOLINE

NO GASOLINE FROM RENTAL COMPANIES

• Requires special approval from department head and documentation of necessity

REGULAR UNLEADED OR DIESEL ONLY

• Mid-grade, super, plus or premium not necessary
• Applicable for state-owned vehicles and rental vehicles
Ground Transportation

- **GROUND TRANSPORTATION REIMBURSEMENTS NEED A RECEIPT**

- **TIP ALLOWED NOT TO EXCEED 20% - TIP MUST BE ON THE RECEIPT**

- **UBER AND LYFT ALLOWED – MUST HAVE A RECEIPT FOR REIMBURSEMENTS** only a standard size vehicle is reimbursable with an itemized receipt. Premium or larger vehicles size are not reimbursable. Any additional charges other than standard fare rates are not reimbursable (i.e. wait time fees). Travelers should utilize the most economic ground transportation without occurring additional markup fees. Reimbursements only on standard fares and “Tolls, Surcharges and Fees”.
PARKING

- BATON ROUGE AIRPORT
  - INDOOR/OUTDOOR PARKING
  - $4.50 PER DAY (RECEIPT REQUIRED)
  - COUPON REQUIRED AND STATE ID

- NEW ORLEANS AIRPORT
  - USPARK’S UNCOVERED PARKING ONLY
  - RECEIPTS REQUIRED

- OTHER PARKING; FERRY FARES AND ROAD AND BRIDGE TOLLS
  - $5.00 PER DAY WITHOUT RECEIPT
  - OVER $5.00 MUST HAVE RECEIPT
MEALS

Policy has 4 Tiers

No Receipts Required – UNLESS CASH ADVANCE

Allowances (Not Per-Diem) Include Tax & Tips
LODGING

- Routine Travel VS Conference
- Base Rates Plus Taxes, Mandatory Surcharges
- Receipts Required
Routine and Conference Lodging

› Routine – Department Head up to 50 Percent Over
  - Case-by-Case Basis –
  - **ONLY FOR LODGING – NO OTHER AREAS**
  - Justification showing that attempts were made with hotels in area to receive State/best rate.

› Conference – Department Head Approval for Actual Cost
  – Designated Conference Hotel
  – Single Occupancy Standard Room

› Agency Hosted Conference must have sign-in sheet of participants

› No Resort Fees
Hotelplanner has offered a 2.5% incentive rebate to each agency, university, board and commission for their employees’ use of the portal.

The rebate earned on all completed travel booked through the portal. Individual reservation, group and athletic team reservations, along with conference lodging rooms for in-state and out-of-state conferences. The funds will be mailed to each parent agency, as listed within the portal.
MISCELLANEOUS EXPENSE

- COMMUNICATION EXPENSES - BUSINESS

- INTERNET CHARGES

- TIPS FOR BAGGAGE:
  * HOTEL - $5 Max per hotel check-in and $5 per hotel check-out
  * AIRPORT - $5 Max per outbound departure and $5 per inbound trip

- LUGGAGE ALLOWANCES:
  Department Head may approve reimbursement for first checked bag for trip of 5 days or less and second bag for trip of 6-10 days.
  Additional baggage required by agency – Receipt Required.
If you’re still awake do you have questions?

I just realized I can sleep with my eyes open.

Thank you!