GENERAL:

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

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

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

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

<table>
<thead>
<tr>
<th></th>
<th>Tier I</th>
<th>Tier II</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>$10</td>
<td>$13</td>
</tr>
<tr>
<td>Lunch</td>
<td>$14</td>
<td>$18</td>
</tr>
<tr>
<td>Dinner</td>
<td>$29</td>
<td>$30</td>
</tr>
<tr>
<td></td>
<td>$53</td>
<td>$61</td>
</tr>
</tbody>
</table>

LODGING:

Tier II

<table>
<thead>
<tr>
<th>LODGING:</th>
<th>Routine Lodging</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Orleans, Orleans, St. Bernard, Jefferson, and Plaquemines Parishes - July-Sept</td>
<td>$117</td>
</tr>
</tbody>
</table>

Out-of-State (Except Cities listed in Tier III & IV) $96

Tier III

<table>
<thead>
<tr>
<th>LODGING:</th>
<th>Routine Lodging</th>
</tr>
</thead>
<tbody>
<tr>
<td>In-State Cities (except as listed)</td>
<td>$96</td>
</tr>
<tr>
<td>Alexandria/Leesville/Natchitoches</td>
<td>$99</td>
</tr>
<tr>
<td>Baton Rouge – EBR</td>
<td>$100</td>
</tr>
<tr>
<td>Covington/Slidell – St. Tammany</td>
<td>$96</td>
</tr>
<tr>
<td>Lafayette</td>
<td>$96</td>
</tr>
<tr>
<td>Lake Charles – Calcasieu</td>
<td>$96</td>
</tr>
</tbody>
</table>

OUT-OF-STATE Vehicle Rental (Receipt Required)

The State has contracted with Enterprise Rent-A-Car for the State Motor Pool Rental Contract which is mandatory. 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 $.575 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 is mandatory.

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

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.

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** $31.00  $155.00 weekly

**Intermediate** $33.00  $165.00 weekly

Out of State Phone Number  Corporate Discount #’s

Hertz 1-800-654-3131  70592

www.HERTZ.COM

Out of-State Enterprise/National Car Rental Contract

**Compact**  $31.30  $156.51 weekly

**Intermediate**  $33.20  $166.00 weekly

New Orleans Airport – Park’N Fly:

Out of State  Phone Number  Corporate Discount #’s

per day, $59.50 weekly at Park’ N Fly (receipt required).  Park’ N Fly

Hertz  1-800-654-3131  70592

www.HERTZ.COM

Out of State Enterprise/National Car Rental Contract

**Compact** $33.20  $166.00 weekly

**Intermediate** $35.00  $170.00 weekly

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.

**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.

**Gasoline (Receipt Required)**

Reimbursements require an original receipt, regular unleaded gasoline

must be used or the 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 $8.50

day with a receipt.

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Up to $5.00 can be reimbursed without a receipt.  Anything over this

amount must have a receipt.

**REIMBURSEMENT FOR OTHER EXPENSES**

(These charges are while in travel status only)

**Telephone**

Official State Business:

All business communication cost may be reimbursed, receipts required.

Personal Calls:

Domestic Overnight Travel:  up to $3.00 for personal calls upon arrival

at each destination and up to $3.00 for personal calls every second night

after the first night if the travel extends several days.

International Travel:  up to $10 for personal calls upon arrival at each

destination and up to $10 for personal calls every second night after

the first night if the travel extends several days.

Note: If a traveler has an official state phone and/or is receiving a

monthly stipend, reimbursements are not allowed.

**Internet Access charges** for official state business from hotels or other

travel locations are treated the same as business telephone charges.

A department may implement a stricter policy for reimbursement of

Internet charges.  (Receipts Required)

**BAGGAGE TIPS:**

Hotel Allowances  – Up to $5 tip per hotel check-in and $5 tip per hotel

checkout, if applicable.

Airport Allowances  – Up to $5 tip for airport outbound departure trip

and $5 tip for inbound departure trip (maximum total for entire trip not to

exceed $10.00).

**LUGGAGE ALLOWANCE:**  (Receipt Required)

A Department Head or his designee may approve reimbursement to a

traveler for airline charges for first checked bag for a business trip of 5

days or less and for the second checked bag for a 6 – 10 day business

trip and/or any additional baggage which is business related and

required by the department.

**INTERNATIONAL TRAVEL**

International travel must be approved by the Commissioner of

Administration, or the entity head or his designee for Higher Education

entities prior to departure, unless specific authority for approval has been

degreed to a department head.  Request for approval must be

accompanied by a detailed account of expected expenditures (such as

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