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

LODGING:
Routine Lodging
New Orleans, Orleans, St. Bernard, Jefferson, and Plaquenines Parishes July-Sept $117
Out-of-State (Except Cities listed in Tier III & IV) $96

<table>
<thead>
<tr>
<th>Tier</th>
<th>Breakfast</th>
<th>Lunch</th>
<th>Dinner</th>
</tr>
</thead>
<tbody>
<tr>
<td>III</td>
<td>$13</td>
<td>$19</td>
<td>$33</td>
</tr>
</tbody>
</table>

<table>
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</tr>
</thead>
<tbody>
<tr>
<td>IV</td>
<td>$14</td>
<td>$21</td>
<td>$36</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Tier</th>
<th>Lodging</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>$96</td>
</tr>
<tr>
<td>II</td>
<td>$96</td>
</tr>
<tr>
<td>III</td>
<td>$96</td>
</tr>
</tbody>
</table>

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.

LODGING: Routine Lodging
Atlanta, Austin, Cleveland, Dallas/Fort Worth, TX $170

<table>
<thead>
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<th>Lunch</th>
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<tr>
<td>III</td>
<td>$13</td>
<td>$19</td>
<td>$33</td>
</tr>
</tbody>
</table>

MILEAGE:
Reimbursement from official domicile to area of travel based on most direct route. Mileage shall be reimbursable on the basis of $0.58 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) as $0.575 cents per mile.

RENTAL CARS (Receipts 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

<table>
<thead>
<tr>
<th>Compact</th>
<th>$29.50 $162.25</th>
<th>$590.00 monthly</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intermediate</td>
<td>$31.50 $173.25</td>
<td>$630.00 monthly</td>
</tr>
</tbody>
</table>

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
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.

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
ticket expiration should be more than sufficient to reduce the loss of reusable airfare.
<table>
<thead>
<tr>
<th>Service</th>
<th>Discount #’s</th>
<th>Departmental Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enterprise (Out of State)</td>
<td>1-800-RENT-A-CAR</td>
<td>NA1403</td>
</tr>
<tr>
<td>Enterprise (National)</td>
<td>1-877-222-9058</td>
<td>NA1403</td>
</tr>
<tr>
<td>Hertz</td>
<td>1-800-654-3131</td>
<td>70592</td>
</tr>
<tr>
<td>Hertz</td>
<td><a href="http://www.HERTZ.COM">www.HERTZ.COM</a></td>
<td></td>
</tr>
</tbody>
</table>

**Gasoline (Receipt Required)**

Reimbursements require an original receipt, regular unleaded gasoline must 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 manufactury 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.

If utilizing Uber or Lyft type services, only standard size vehicles is reimbursable with an itemized receipt. Any additional chargers 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 fee.

When travelers utilize free shuttle service, a $5.00 tip may be allowed (no receipt is required). This is not an automatic tip reimbursement, as receipts are not possible and other than those listed above are limited to $10 per day without a receipt, claims in excess of $10 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 $10 per day.

**PARKING:**

**Airport Parking Contracts:**

Airports of Baton Rouge:

Documentations required to receive the contract price of $4.50 per day (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

For parking other than the above contract:

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 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.