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 the 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 4 p.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.

<table>
<thead>
<tr>
<th></th>
<th>Tier I</th>
<th></th>
<th></th>
<th>Tier II</th>
<th></th>
<th></th>
<th>Tier III</th>
<th></th>
<th>Tier IV</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>$10</td>
<td></td>
<td>Lunch</td>
<td>$14</td>
<td></td>
<td>Dinner</td>
<td>$29</td>
<td></td>
<td>Breakfast</td>
<td>$13</td>
<td></td>
</tr>
<tr>
<td>Dinner</td>
<td>$29</td>
<td></td>
<td></td>
<td>$30</td>
<td></td>
<td>Dinner</td>
<td>$33</td>
<td></td>
<td>Dinner</td>
<td>$36</td>
<td></td>
</tr>
</tbody>
</table>

LODGING: Routine Lodging

<table>
<thead>
<tr>
<th></th>
<th>Tier I</th>
<th></th>
<th></th>
<th>Tier II</th>
<th></th>
<th></th>
<th>Tier III</th>
<th></th>
<th>Tier IV</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>New Orleans</td>
<td>$157</td>
<td></td>
<td>Lafayette</td>
<td>$61</td>
<td></td>
<td>New Orleans</td>
<td>$170</td>
<td></td>
<td>New Orleans</td>
<td>$157</td>
<td></td>
</tr>
<tr>
<td>Out-of-State (Except Cities listed in Tier III &amp; IV)</td>
<td>$96</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></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 $0.57 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 $0.57 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:

<table>
<thead>
<tr>
<th></th>
<th>$125</th>
<th></th>
<th></th>
<th>$212</th>
<th></th>
<th></th>
<th>$225</th>
<th></th>
<th>$200</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Baltimore, MD</td>
<td>$170</td>
<td></td>
<td></td>
<td>$212</td>
<td></td>
<td></td>
<td>$225</td>
<td></td>
<td>$200</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Alexandria, VA</td>
<td>$14</td>
<td></td>
<td></td>
<td>$24</td>
<td></td>
<td></td>
<td>$25</td>
<td></td>
<td>$20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>New York City, Washington, DC</td>
<td>$225</td>
<td></td>
<td></td>
<td>$275</td>
<td></td>
<td></td>
<td>$300</td>
<td></td>
<td>$250</td>
<td></td>
<td></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. Remember, PPM49, Section 1504 B2 (Required) –

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 120, 90, 60, 30 and 14 days prior to ticket expiration should be more than sufficient to reduce the loss of reusable airfare.
New Orleans Airport Parking: At this time, only USPARK’s, uncovered parking is reimbursable with receipt (as published on USPARK.net).

For parking other than the above Airports parking:
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 6–10 day business trip or and 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
2020–2021
POCKET GUIDE TO TRAVEL REGULATIONS
For more detailed guidelines, refer to PPM No. 49 - General Travel Regulations
(Effective July 1, 2020)

ALL AIRFARE MUST BE BOOKED THROUGH STATE OF LOUISIANA TRAVEL AGENCY.

CONTRACTED TRAVEL AGENCY

Effective through December 31, 2020

SHORT’S TRAVEL MANAGEMENT
d/b/a
SHORTS TRAVEL SERVICE
Toll free (888) 846-6810

Effective January 1, 2021

Christopherson Business Travel
Toll Free: 800-961-0720
HOURS: 7:00 AM - 8:00 PM CT, Monday - Friday