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 utilize 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).
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 4p.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>Tier I</th>
<th></th>
<th>Tier II</th>
<th></th>
<th>Tier III</th>
<th></th>
<th>Tier IV</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>$10</td>
<td>Breakfast</td>
<td>$13</td>
<td>Breakfast</td>
<td>$13</td>
<td>Breakfast</td>
<td>$14</td>
</tr>
<tr>
<td>Lunch</td>
<td>$14</td>
<td>Lunch</td>
<td>$18</td>
<td>Lunch</td>
<td>$19</td>
<td>Lunch</td>
<td>$21</td>
</tr>
<tr>
<td>Dinner</td>
<td>$29</td>
<td>Dinner</td>
<td>$30</td>
<td>Dinner</td>
<td>$33</td>
<td>Dinner</td>
<td>$36</td>
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<tr>
<td>LODGING:</td>
<td>Routine Lodging</td>
<td>LODGING:</td>
<td>Routine Lodging</td>
<td>LODGING:</td>
<td>Routine Lodging</td>
<td>LODGING:</td>
<td>Routine Lodging</td>
</tr>
<tr>
<td>In-State Cities (except as listed)</td>
<td>$94</td>
<td>New Orleans, Orleans, St. Bernard, Jefferson, and Plaquemines Parishes July-Sept</td>
<td>$118</td>
<td>Atlanta, Austin, Cleveland, Dallas/Fort Worth, TX</td>
<td>$170</td>
<td></td>
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</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.

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.
In-State Motor Pool Rentals
Compact $29.50 $162.25 weekly $590.00 monthly
Intermediate $31.50 $173.25 weekly $630.00 monthly

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 mile for the following:
1. 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
2. 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 $0.58 cents per mile.

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.


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 to ticket expiration should be made more than sufficient to reduce the loss of reusable airfare.
**Out of-State Hertz Car Rental Contract**

<table>
<thead>
<tr>
<th>Type</th>
<th>Rate</th>
<th>Weekly Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Compact</td>
<td>$31.00</td>
<td>$155.00</td>
</tr>
<tr>
<td>Intermediate</td>
<td>$33.00</td>
<td>$165.00</td>
</tr>
</tbody>
</table>

- Out of State Hertz Car Rental Contract
- The state’s contract rate is $8.50 per day, $59.50 weekly at Park’ N Fly (receipt required). Park’ N Fly requires state issued photo ID, or valid ID with a state business card, and a 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 per day with a receipt.

**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.

**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.

**PARKING**

Airport Parking Contracts: Baton Rouge Airport: Documentation required to receive the contract price of $4.50 per day (receipts required) for parking in the outdoor 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 lot 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

New Orleans Airport – Park’ N Fly: The state’s contract rate is $8.50 per day, $59.50 weekly at Park’N Fly (receipt required). Park’ N Fly requires state issued photo ID, or valid ID with a state business card, and a 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 per day with a receipt.

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**LOUISIANA STATE EMPLOYEES**

**FISCAL YEAR**

2019-2020

**POCKET GUIDE TO TRAVEL REGULATIONS**

For more detailed guidelines, refer to PPM No. 49 - General Travel Regulations (Effective July 1, 2019)

**ALL AIRFARE MUST BE BOOKED THROUGH SHORT’S TRAVEL AGENCY. SEE BELOW:**

**CONTRACTED TRAVEL AGENCY**

SHORT’S TRAVEL MANAGEMENT d/b/a SHORTS TRAVEL SERVICE

Waterloo, IA

Toll free (888) 846-6810
Fax: (319) 433-0847
Email: state@shortstravel.com
Website: www.shortstravel.com/la

**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

**Short's Travel Agency**

- Short’s Travel Management, Inc.
- D/B/A Shorts Travel Service
- Waterloo, IA
- Toll Free: (888) 846-6810
- Fax: (319) 433-0847
- Email: state@shortstravel.com
- Website: www.shortstravel.com/la

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