# LOUISIANA TRAVEL POLICY 2022-2023

*Louisiana joins the Union - 1812*

# *Office of State Travel*

## *Travel.LA.Gov*

*Purpose:* This Travel Guide is to provide guidelines and establish procedures for individuals incurring business travel expenses on the State's behalf.

*Objective:* Ensure all travelers have a clear and consistent understanding of policies and procedures for business travel. Provide State Travelers with a reasonable level of service, comfort, and safety at the lowest possible cost. Maximize the organization's ability to negotiate discounted rates with preferred suppliers and reduce travel expenses.

*Goal:* To provide necessary travel training for state agencies to ensure compliance with the travel policy.

For travel questions and clarifications, please email StateTravel@LA.GOV.

**State Travel Staff:**

Brenda Myers
State Travel Manager

Shelita Woods
State Travel Manager

Garret DeBate, CPA
State Travel Director

Randy Davis, CPA
Assistant Commissioner

# Table of Contents


**§1501. AUTHORIZATION AND LEGAL BASIS** ..... 5

**§1502. DEFINITIONS** ..... 5

**§1503. GENERAL SPECIFICATIONS** ..... 7

- **A. General Travel Policies** ..... 7
- **B. Funds for Travel Expenses** ..... 8
- **C. Requests for Reimbursement** ..... 10

**§1504. METHODS OF TRANSPORTATION** ..... 11

- **A. Air Travel** ..... 11
- **B. Unused Tickets** ..... 12
- **C. Motor Vehicle** ..... 13
- **D. State-Owned Vehicles** ..... 14
- **E. Personally Owned Vehicles** ..... 14
- **F. State-Rented Vehicles** ..... 15
- **G. Ground Transportation** ..... 17
- **H. Parking and Related Parking Expenses** ..... 18

**§1505. LODGING** ..... 19

- **A. General Lodging Information** ..... 19
- **B. Conference Lodging Allowance** ..... 19
- **C. Extended Stays** ..... 19
- **D. Lodging Fees** ..... 20
- **E. Louisiana Sales Tax** ..... 20
- **F. Lodging with relative or friends** ..... 20
- **G. Hotel Reward Points** ..... 20
- **H. Lodging Exceptions** ..... 20

**§1506. MEALS** ..... 21

- **A. Meals While In Travel Status** ..... 21
- **B. Special Meals** ..... 22

**§1507. REIMBURSEMENT FOR OTHER EXPENSES WHILE IN TRAVEL STATUS** ..... 24

- **A. Communication and Internet Expenses** ..... 24
- **B. Storage and handling charges** ..... 24
- **C. Incidental Tips** ..... 24
- **D. Luggage Allowances** ..... 24

**§1508. AGENCY HOSTED CONFERENCES** ..... 24

**§1509. INTERNATIONAL TRAVEL** ..... 25

**§1510. WAIVERS** ..... 25
**§1511. PPM49 TIER PER DIEM RATES** ..... 26
**A. Tier I** ..... 26
**B. Tier II** ..... 26
**C. Tier III** ..... 26
**D. Tier IV** ..... 27
**RESOURCES** ..... 28
**State Travel Website** ..... 28
**GSA Per Diem Website** ..... 28
**Department of State Foreign Per Diem Website** ..... 28
**Christopherson Business Travel** ..... 28
**Motor Coach Travel** ..... 28
**Rental Vehicles** ..... 29
**Hotels** ..... 29
**Parking Rates** ..... 29
**Enterprise and National Rental Rates** ..... 30
**Hertz Rental Rates** ..... 32

## §1501. AUTHORIZATION AND LEGAL BASIS

**A.** In accordance with the authority vested in the Commissioner of Administration by R.S. 39:231 and in accordance with the provisions of the Administrative Procedure Act, R.S. 49:950-968. Notice is hereby given of the revisions to Policy and Procedures Memorandum No. 49 (PPM49), the State's general travel regulations, effective **July 1, 2022.** These amendments are both technical and substantive in nature and are intended to clarify certain portions of the previous regulations or provide for more efficient administration of travel policies. These regulations apply to all state departments, higher education, boards and commissions created by the legislature or executive order and operating from funds appropriated, dedicated, self-generated, federally funded, or funds generated from any other source.

**B.** R.S. 28:231A "The Commissioner of Administration, with the approval of the Governor, shall, by rule or regulation, prescribe the conditions under which each of various forms of transportation may be used by state officers and employees in the discharge of the duties of their respective offices and positions in the state service and the conditions under which allowances will be granted for traveling expenses."

## §1502. DEFINITIONS

**A.** For the purpose of PPM49, the following words have the meaning indicated.

**Agency** - any board, commission, department, division, agency, office, or other entity within the executive, judicial, and legislative branches of state government.

**Allowance** - Maximum amount allowed for travel expenses while traveling on official state business.

**Authorized Persons**

a. Advisors, consultants, contractors, and other persons who are called upon to contribute time and service to the state who are not otherwise required to be reimbursed through a contract for professional, personal, or consulting services. (Contractors are not exempted from paying state sales taxes; therefore, if a contractor is working on behalf of an agency, the agency may reimburse them for the state sales taxes.)

b. Members of boards, commissions, and advisory councils required by federal or state legislation or regulation.

c. Persons authorized to travel for official state business as deemed by the department head or his/her designee.

d. College/University students must be deemed authorized travelers by the higher education entity head or his/her designee to be reimbursed for state business purposes.

**Common Carrier** - a business or agency that is available to the public for transportation of

persons, goods, or messages.

**Conference/Convention -** A non-routine event for a specific purpose or objective such as a seminar, conference, convention, or training.

**Controlled Billed Account (CBA)** – A credit account issued in an agency's name (no plastic card is issued). These accounts are paid by each agency and are a direct liability of the State. CBA accounts are controlled through an authorized approver to provide a means to purchase airfare, registration, lodging, rental vehicles, pre-paid shuttle service, and any other allowable charges outlined in the State of Louisiana Travel and CBA Policy. Each department head determines the extent of the account's use.

**Corporate Travel Card -** Credit cards issued in a State of Louisiana employee's name used for specific, high cost travel expenses. Corporate Travel Cards are State liability cards paid by each agency.

**Extended Stays -** Any assignment made for a period of 30 or more consecutive days at a place other than the traveler's official domicile.

**GSA per diem rates** – U.S. General Services Administration Per Diem Rates
https://www.gsa.gov/travel/plan-book/per-diem-rates

**High Cost Travel** – Airfare, lodging, vehicle rental, and conference registrations.

**Higher Education Entities -** Entities listed under Schedule 19 Higher Education of the general appropriations bill.

**In-State Travel -** All travel within the borders of Louisiana or travel through adjacent states between points within Louisiana when it is the most efficient route.

**International Travel -** All travel to destinations outside of the 50 United States, District of Columbia, Puerto Rico, the US Virgin Islands, American Samoa, Guam, and Saipan.

**Lowest Logical Airfare** – The lowest logical airfare is the cheapest available flight at the time of booking without causing undue inconvenience. These types of airfare are typically non-refundable.

**Official Domicile**

a. Except where fixed by law, official domicile of a state officer or employee assigned to an office shall be the parish in which the office is located. The department head or his/her designee should determine the extent of any surrounding area to be included, such as a region. As a guideline, a radius of at least 30 miles is recommended.
b. The official domicile of a person that works in the field shall be the parish where most work is performed. The department head may designate this area or region. In all cases, the designation must be in the agency's best interest and not for the person's convenience.

**Out-of-State Travel -** Travel to any other 49 states plus District of Columbia, Puerto Rico, the US Virgin Islands, American Samoa, Guam, and Saipan.

**Passport -** an official document issued by a government, certifying the holder's identity and

citizenship and entitling them to travel under its protection to and from foreign countries.

**Per Diem –** daily allowance to cover meals and incidentals while on official state business.

**Routine Travel -** Travel required in the course of performing his/her regular job duties. This does not include non-routine meetings, conferences, and out-of-state travel.

**Sub recipient** - a non-Federal entity that receives a sub award from a pass-through entity to carry out part of a Federal program.

**Temporary Assignment -** Any assignment made for a period of less than 30 consecutive days at a place other than the official domicile.

**Travel Period** - The period between the time of departure and the time of return.

**Visa -** An endorsement on a passport indicating that the holder is allowed to enter, leave, or stay for a specified period of time in a country.

## §1503. GENERAL SPECIFICATIONS

### A. General Travel Policies

1. Department heads may establish travel regulations within their respective agencies, but agency regulations shall not exceed the maximum limitations set by the Commissioner of Administration. A final draft and a draft highlighting any deviations from PPM49 must be submitted via email to StateTravel@LA.Gov for prior review and approval by the Commissioner of Administration.

2. Department heads will take actions necessary to minimize all travel in order to carry on the department's mission.

3. Agencies must place all high-cost expenditures on the LaCarte Purchasing Card, Travel Card, or agency CBA account unless prior approval is granted by the Commissioner of Administration.

4. Department heads or their designee must submit fiscal year exemption requests annually. No exemption requests are granted on a permanent basis.

5. Grant Funds - Any agency that receives grant funds must follow PPM49 rules and regulations and any travel regulations contained in the grant. Sub recipients that are not classified as a state agency are not subject to PPM49.
   a. Example: DOTD receives a federal grant and the City of New Orleans is a sub recipient of that grant, the City of New Orleans is not required to follow PPM49 but must follow their established policies and any regulations contained in the grant.

6. Travel Scholarships – If any scholarship for travel is received by a state traveler, it is the agency's and employee's responsibility to comply with all ethics laws and requirements.

7. Contracted Travel Services - The state has a mandatory travel agency contract to book airfare unless prior exemptions have been granted by the Office of State Travel before the airfare purchase. The contracted travel agency has an online booking system which should be used by all travelers to book airfare. Use of the online booking systems can drastically reduce the State's agent fee paid per transaction for airfare purchases.

8. Contracted Hotel Services - The state has a contract for hotel booking services with HotelPlanner. Travelers are encouraged to use HotelPlanner. Travelers are responsible for adhering to the hotel's cancellation policy when booking through HotelPlanner. If a traveler does not cancel a hotel stay within the cancellation period set by the hotel, the traveler will be responsible for payment or reimbursing the agency. Any exceptions for hotel rates or cancellation reimbursements must be approved by the Commissioner of Administration. Use of HotelPlanner does not exempt a traveler from adhering to PPM49 tier rates for the applicable travel location.

9. Contracted Vehicles Rentals - The state has mandatory contracts for all in-state and out-of-state business travel through Enterprise, National, and Hertz. These contracts are applicable to all authorized travelers and contractors.

10. When a state agency enters into a contract with an out-of-state government entity, the out-of-state government entity may have the authority to conduct any related travel in accordance with their published travel regulations.

11. Authorization to Travel
    a. All non-routine travel must be authorized with prior approvals, in writing, by the department head or his/her designee, from whose funds the traveler is paid. Agencies must maintain a file on all approved travel authorizations. Electronic files and approvals are acceptable using certified electronic signatures.
    b. Annual travel authorizations for routine travel are allowed if determined to be in your agency's best interest. If annual travel authorizations are used, prior approved travel authorizations are still required for non-routine meetings, conferences, and out-of-state travel. Annual travel authorizations cannot be used for non-routine meetings, conferences, and out-of-state travel.
    c. The Commissioner of Administration must sign all authorizations for travel and expenses for the Governor of Louisiana.

12. A department head or his/her designee may approve a traveler's reimbursement request for a communicable disease test if the employee will be traveling on official state business. Receipts are required to be reimbursed. Hotel, meals, and internet expenses are allowed to be reimbursed per the published PPM49 tier rates when quarantine is required for a certain period.

**B. Funds for Travel Expenses**

1. State Issued Credit Cards and CBA Accounts - All high cost travel expenditures must be placed on the LaCarte Purchasing Card, Travel Card, or agency CBA account unless prior approval is granted from the Commissioner of Administration. The State Travel Office maintains the contract for the State's corporate card program to establish one source of

payment for travel expenditures. If a supervisor recommends an employee be issued a state travel card, the employee should make the request through their agency travel program administrator.

a. The employee's corporate travel card is for official state business travel only. Personal use on the travel card shall result in disciplinary action.
b. If a vendor does not accept credit card payment for registration or lodging expenses, the department head may approve for payment(s) to be made by other means. Travelers must submit supporting documentation from the vendor stating they do not accept credit card payments. The supporting documentation must be kept with the travel expense form.

2. Persons traveling on official state business will provide themselves with sufficient funds for all travel expenses that are not covered by the Corporate Travel Card, LaCarte Purchasing Card, and/or agency's CBA account.

3. For agencies participating in the LaCarte, Travel, and/or CBA card programs, group/athletic travel must be placed on one of the card programs. This does not eliminate any approvals that must be granted from the Commissioner of Administration and/or the Office of State Travel.

4. Advance of funds for travel shall only be made in extraordinary circumstances and any excess funds should be promptly repaid upon return. Cash advances meeting the exception requirement(s) listed below must have an original and itemized receipt to support all expenditures in which a cash advance was given, including meals. At the Agency's discretion, cash advances may be allowed for:
   a. State traveler whose salary is less than $30,000/year.
   b. State travelers who accompany and/or are responsible for students or athletes for group travel. For group travel advancements, a roster with signatures of each group member along with the amount of funds received by each group member may be substituted for individual receipts.
   c. State travelers who accompany and/or are responsible for client travel.
   d. New employee who has not had time to apply for and receive the state's corporate travel card.
   e. Employees traveling for extended periods, defined as a period exceeding 30 or more consecutive days.
   f. Employees traveling to remote destinations in foreign countries.
   g. Lodging costs if the hotel(s) will not allow direct bill or charges to agency's CBA and the traveler's salary is less than $30,000/year.
   h. Registration for seminars, conferences, and conventions.

5. Sponsored or Scholarship Travel – travel expenses paid by a sponsor or scholarship are considered a gift per R.S. 42:1115 and requires completion of Ethics Disclosure Form 413. It is the traveler's responsibility to properly complete and submit to the Board of Ethics in the time required. The form can be downloaded at: http://ethics.la.gov/pub/CampFinan/Forms/Form413f.pdf?20190402
   a. Reimbursements are not allowed when the traveler does not incur any expense. This includes, but is not limited to, reimbursements for any lodging or meals provided at a state institution or agency or provided by any other party at no cost to the traveler.

6. Travel expenses shall be limited to the necessary expenses incurred by a traveler and must be within the limitations set by PPM49.

**C. Requests for Reimbursement**

1. Official Domicile/Temporary Assignment - Travelers are eligible to receive reimbursement for travel only when they are away from their "official domicile" or on a temporary assignment unless exemption is granted in accordance with these regulations. Temporary assignments will end after a period of thirty consecutive calendar days. After thirty days, the place of assignment shall be deemed his/her official domicile. The traveler shall not be allowed travel and subsistence reimbursement unless permission to extend the thirty-day period has been previously approved by the Commissioner of Administration.
   a. Travelers cannot be reimbursed while traveling within their official domicile.
   b. Travelers cannot be reimbursed when traveling to/from their residence when their residence location is different from their official domicile.
   c. At the discretion of the department head or his/her designee, an exception may be allowed for mileage to/from airports as stated in §1504(E)(3).
   d. The department head or his/her designee may approve an authorization for routine travel for an employee who must travel to perform his/her regular job duties. This may include traveling within the employee's official domicile if it is a regular and necessary part of the employee's duties. Attending infrequent/irregular meetings and conferences within their official domicile are not reimbursable.

2. All claims for travel reimbursement shall be submitted on the State's Travel Expense Form, BA-12, or in your agency's travel expense management system. Travel Expense Forms must include all travel details and be signed by the person claiming reimbursement and approved by his/her immediate supervisor. In all cases, the date and hour of departure and return to domicile must be shown along with each final destination throughout the trip clearly defined on the form. Agencies must get an exemption from the Commissioner of Administration to use a Travel Expense form other than the BA-12. For every travel authorization request, the "purpose of the trip" for travel must be stated in the space provided on the front of the form. The second page of the BA-12 must be completed with the breakdown of the travel expenses. This is required for every trip. Form BA-12 can be found at: https://www.doa.la.gov/media/apro1q2x/travelexpense.docx

3. Air transportation, registration, lodging, rental vehicles, shuttle service, and all other allowable charges outlined in section II(F)(4) of the State of Louisiana State Liability Travel and CBA policy should be invoiced directly to the agency, or charged to a state liability card. The traveler must provide receipts for all items charged or billed directly to the agency.

4. Cost of meals shall be paid by the traveler and claimed on the travel expense form for reimbursement.

5. Travel Expense Forms must include all expenses related to the trip, which includes expenses paid by the agency and reimbursable expenses paid by the traveler. Expenses paid by the agency must be noted on the Travel Expense Form or marked "prepaid" on the

LaGov expense statement and these expenses must be excluded from the traveler's reimbursable costs.

6. Travelers should submit claims within 30 days of the travelers' return date. If a travel reimbursement is less than $25, it is recommended that the traveler wait until a minimum of $25 is reimbursable to submit the request unless there is no travel scheduled for the traveler in the future. Department heads may make the 30-day submittal mandatory on a department wide basis.

7. Any person who submits a claim pursuant to these regulations and who willfully makes any claim which he/she does not believe to be true and correct or who willfully aids, procures, counsels, or advises the preparation of a false or fraudulent claim, shall be guilty of official misconduct. If a traveler receives an allowance or reimbursement by means of a false or fraudulent claim, the traveler(s) involved shall be subject to disciplinary actions as well as being criminally and civilly liable within the provisions of state law.

8. Agencies shall review travel reimbursements to verify the documentation and complete processing within thirty (30) days of receiving the final reimbursement submission.

## §1504. METHODS OF TRANSPORTATION

The most cost-effective method of transportation that will accomplish the purpose of the travel shall be selected. Official state travelers must use the most direct travel route. Among the factors to be considered are the length of travel time, vehicle operation cost, and cost/availability of common carrier services. Common carriers shall be used for out-of-state travel unless it is documented that utilization of another method of travel is more cost efficient or practical and approved in accordance with these regulations.

### A. Air Travel

1. **Privately Owned or Charter Planes** – Prior approval is required by the department head when traveling by privately-owned or chartered aircraft. The traveler must certify: (1) at least two hours of working time will be saved by such travel; and (2) no other form of transportation such as commercial air travel or a state plane will serve the same purpose.
   a. Chartering a privately owned aircraft must be in accordance with the Procurement Code.
   b. Reimbursement for using a chartered or un-chartered privately owned aircraft under the above guidelines will be made per the published GSA rate or the cost of coach economy airfare, whichever is the lesser. GSA Airplane mileage rate: https://www.gsa.gov/travel/plan-book/transportation-airfare-pov-etc/privately-owned-vehicle-pov-mileage-reimbursement-rates
   c. If there are extenuating circumstances requiring reimbursement not listed above, approval must be granted by the Commissioner of Administration.
   d. When common carrier services are unavailable and time is at a premium, travel via state aircraft shall be requested and if a state aircraft is not available, the file shall be documented to show non-availability of a common carrier and state aircraft. The documentation shall be readily available in the department's travel reimbursement files.

2. **Commercial Airlines**
   a. All state travelers are to purchase commercial airline tickets through the state contracted travel agency. This requirement is mandatory unless approval is granted from the Office

of State Travel. In the event travelers seek approval to book without using the state's travel agency, the traveler shall submit their request through their agency's travel program administrator, who will determine if the request should be submitted to the Office of State Travel.

b. State contractors are not required to use the state's contracted travel agency when purchasing airfare, but it is the agency's responsibility to monitor costs to ensure the contractors are purchasing the lowest, most logical airfare.
c. The State supports purchasing the lowest logical ticket. Once all rates are received, the traveler must compare costs and options to determine which fare will be the "best value ticket" for their trip. To make this determination, the traveler must consider whether or not there is a likelihood the itinerary will change or be cancelled. Depending on this assessment, the traveler must determine if the additional costs associated with changing a non-refundable ticket alters the determination of the lowest logical ticket.
d. Travelers should advise the agent of their flexibility with dates and/or time of travel to ensure the most cost-effective rate.
e. Travelers are to seek airfare allowing a sufficient amount of lead-time prior to departure date. The lead-time should be no less than ten (10) to fourteen (14) days in advance of travel dates to ensure the lowest fares are available.
f. Commercial air travel will not be reimbursed in excess of the lowest logical airfare. Receipts are required for reimbursement for commercial air travel. Upgrades above economy at the expense of the State are not permitted without prior approval from the Commissioner of Administration or in accordance with number eight (8) of this section. If an upgrade is not approved prior to the travel date and the traveler chooses to upgrade, the cost associated with the upgrade must be paid separately by the traveler. If space is not available in economy in enough time to carry out the purpose of the travel, the traveler must obtain a statement from the airline or contracted travel agency with this information. The certification is required for travel reimbursement.
g. The state will pay for the airfare and/or penalty incurred for a change in plans or cancellation when the change or cancellation is required by the State or there are unavoidable circumstances approved by the agency's department head. Justification for the change or cancellation by the traveler's department head is required on the travel expense form.
h. When an international flight segment is more than 10 hours in duration, the state will allow the business class rate provided it does not exceed the economy rate by more than 10%. The traveler's itinerary, provided by the travel agency, must document the flight segment as more than 10 hours and must be attached to the travel expense form.
i. Travelers may retain frequent flyer miles earned on official state travel unless an agency deems the points as property of the state. If a traveler makes travel arrangements that favor a preferred airline/supplier to receive these reward points and this circumvents purchasing the lowest logical airfare, they are in violation of this travel policy. Any costs in excess of the lowest logical airfare resulting from this violation are not reimbursable.

**B. Unused Tickets**

1. A lost or unused airline ticket is the responsibility of the person to whom the ticket was issued. Unused tickets should always be monitored by the traveler and the agency. Travelers should ensure that any unused ticket is considered when planning future travel arrangements. Some airlines have a policy that will allow for a name change to another traveler within the agency. A view of the latest airline policies regarding unused tickets are available at the Office of State Travel's website:
https://www.doa.la.gov/doa/ost/transportation/airfare-airport/

2. Upon initial notification, it is the traveler's responsibility to determine if the ticket will be used in the future. Unused tickets are to be monitored every thirty (30) days. If it is determined that the ticket will not be used prior to expiration and there is a possibility to transfer the ticket, the traveler must immediately advise the agency's travel administrator that the ticket is available for use by another traveler, section, or agency. The travel administrator should attempt to use the ticket for another traveler within the agency.

3. Department heads must review all unused airfare and the traveler's justification to determine if reimbursement from the traveler must be made to the agency for the cost of the unused ticket. All files must be properly documented.

4. Monitoring unused tickets can be accomplished with the unused ticket report sent to the agency's program administrator each month from the contracted travel agency. This report, in conjunction with traveler notifications while booking other flights and traveler email notifications every 120, 90, 60, 30 and 14 days prior to ticket expiration should be sufficient to reduce the loss of unused airfare.

**C. Motor Vehicle**

1. No vehicle may be operated in violation of state or local laws. No traveler may operate a vehicle without having a valid U.S. driver's license in his/her possession. All occupants must use safety restraints. Accidents, major or minor, shall be reported first to the local police department or appropriate law enforcement agency. An accident report form, available from the Division of Administration's Office of Risk Management (ORM), should be completed as soon as possible and must be returned to ORM with names, addresses, and phone numbers of principals and witnesses. Contact ORM with questions regarding this report.

2. Operating a state-owned, non-state owned, state-rented, or state leased vehicle for business while intoxicated, as set forth in R.S. 14:98 and 14:98.1, is strictly prohibited, unauthorized, and expressly violates the terms and conditions of use. In the event such operation results in the traveler being convicted of, pleading nolo contendere to, or pleading guilty to driving while intoxicated under R.S. 14:98 or 14:98.1, would constitute evidence of the traveler:
   a. Violating the terms and conditions of use of the vehicle
   b. Violating the direction of his/her employer, and
   c. Acting beyond the course and scope of his/her employment with the State of Louisiana.

3. A person should not be authorized to operate or travel in a state-owned or state-rented vehicle unless the person is an employee of the State of Louisiana or deemed an authorized traveler. All authorized traveler approvals must be kept on file at the agency.

4. Students and non-state employees are not authorized to drive state-owned or state-rented vehicle unless deemed an "authorized traveler" on behalf of the State by the department head or his/her designee. Authorized travelers can be reimbursed for their travel expenses. Anyone who is not an employee of the State of Louisiana must sign the Acknowledgement of Non-State Employees Utilizing State Vehicles form, located on the Office of State Travel's website, https://www.doa.la.gov/media/jcfji2il/nse-acknowledgement.pdf, prior to riding in or driving a state-owned or state-rented vehicle. Each agency is responsible for

ensuring that this form and any other necessary requirements are completed and made part of the travel file prior to travel dates.

5. Persons operating a state-owned, state-rented, or personal vehicle on official state business are responsible for all traffic, driving, and parking violations. This does not include vehicle violations for registration or inspection sticker for state-owned or state rented-vehicles, as the State and/or rental company would be liable for any cost associated with these types of violations.

6. For official in-state business, travelers must use the options below in sequential order:
   a. First: A traveler should utilize a state vehicle when available.
   b. Second: A traveler should rent a vehicle from the State's in-state contracts with Enterprise, National, or Hertz for travel over 99 miles.
   c. Third: A traveler must receive prior approval from their department head to use his/her personal vehicle and be reimbursed more than 99 miles. Reimbursements must be based on the GSA rate for mileage rounded down to the penny. The current GSA mileage rate can be found here: https://www.gsa.gov/travel/plan-book/transportation-airfare-pov-etc/privately-owned-vehicle-pov-mileage-reimbursement-rates

7. Motorcycles/bicycles/mopeds/motorized scooters (including e-scooters) shall not be used for official State travel. No passengers may be transported, at any time on official State Travel, on motorcycles/bicycles/mopeds/motorized scooters (including e-scooters).

**D. State-Owned Vehicles**

1. Travelers in state-owned automobiles who purchase fuel, repairs, and equipment needed while in travel status shall make use of the Statewide Fleet Fuel and Repair/Maintenance and bulk fuel contracts, when applicable. Purchases require receipts and only the lowest manufacturer recommended fuel should be reimbursed.

2. Department heads must give prior approval for State-owned vehicles to be used for out-of-state travel. If a state-owned vehicle is used to travel to a destination more than 500 miles from its usual location, documentation that this is the most cost-effective means of travel must be kept in the department's travel reimbursement files. When the use of a state-owned vehicle has been approved by the department head for out-of-state travel for the traveler's convenience, the traveler is personally responsible for any other expense en route to and from their destination, which includes meals and lodging.

3. If a state vehicle is needed or requested to be kept at the home of a state traveler overnight, the agency and traveler should ensure it is in accordance with requirements outlined in R.S. 39:361-364.

**E. Personally Owned Vehicles**

1. Personal vehicle mileage is reimbursed at the published GSA rate for mileage rounded down to the penny. Personal vehicle mileage reimbursements should be based on actual physical addresses and require an odometer reading or website mileage calculator The current GSA mileage rate can be found here: https://www.gsa.gov/travel/plan-book/transportation-airfare-pov-etc/privately-owned-vehicle-pov-mileage-reimbursement-rates.

2. When two or more persons travel in the same personally owned vehicle, only one reimbursement is allowed for the expense of the vehicle. The person claiming reimbursement shall report the names of the other passengers on the travel expense form.

3. At the discretion of the department head or his/her designee, mileage to and from airport(s) may be allowed while on official state business. This approval may include reimbursement for a traveler who is being dropped off and/or picked up from the airport.

4. Mileage reimbursements must not exceed the cost of the lowest logical airfare for the same trip. Travelers are personally responsible for any other expenses en route to and from the destination, which includes meals and lodging.

5. If a traveler is requested to take his/her personally owned vehicle out-of- state for a purpose that will benefit the agency, then the department head may, on a case- by-case basis, determine to pay a traveler for all or part of en route travel expenses (for example – lodging, meals, and mileage). Documentation must be kept on file to show cost savings or justification as to why personal vehicle mileage, lodging, and meals while in transit were approved for out-of-state travel exceeding 99 miles.

6. A traveler shall never receive any benefits or reimbursements because his/her residence is different from his/her official domicile. A traveler may be reimbursed mileage when starting travel from his/her residence if the mileage is less than starting travel in the traveler's official domicile. If a traveler is leaving on a non-work day or leaving before or after work hours, the department head may determine to pay the actual mileage from the traveler's residence.

7. When a traveler is required to regularly use his/her personally owned vehicle for agency activities, the agency head may request prior authorization from the Commissioner of Administration for a vehicle allowance. Requests for vehicle allowances must contain a detailed account of routine travel listing exact mileage for each route and justification as to why a rental vehicle is not feasible. Justifications should include a three-month travel history with a complete mileage log for all travel incurred, showing all points traveled to/from and the exact mileage. Requests for vehicle allowances are granted for one fiscal year and must be requested again each fiscal year if there is still a need. A centralized file must be kept containing all approvals.
   a. If an employee is granted a vehicle allowance then mileage, fuel, and rental vehicle reimbursements or charges are not allowed for that employee. Rental vehicles are allowed for these employees when traveling out-of-state.

8. Travelers are required to pay all operating expenses for his/her personal vehicle including fuel, repairs, and insurance.

**F. State-Rented Vehicles**

1. The state has mandatory contracts for in-state and out-of-state vehicle rentals for business travel with Enterprise, National, and Hertz. These contracts also apply to all authorized travelers and contractors. The state does not have international vehicle rental contracts.

2. Employees receiving a vehicle allowance are only allowed to rent a vehicle when traveling out-of-state.

3. **<u>In-State and Out-of-State Vehicle Rentals</u>**
   a. A rental vehicle should be used if a state owned vehicle is not available for all travel over 99 miles. In the event that an agency or traveler chooses to use a personal vehicle, refer to §1504(E) of this policy on Personally Owned Vehicles.
   b. All state contractors who have entered into a contract with the State of Louisiana on or after March 1, 2013, and whose contracts are required to follow PPM49 for travel reimbursements, must use the state's mandatory contracts while conducting business on behalf of the State.
   c. In-state rental vehicle reservations shall not be made at an airport location for daily routine travel unless prior approval is granted by the department head. Airport rental locations charge extra fees that will add unnecessary costs to your rental charges.
   d. Charges added to the vehicle rental price must be in accordance with the mandatory rental vehicle contracts.

4. **Payments -** Rentals through the vehicle rental contracts shall be made using the "LaCarte" purchasing card, an agency's CBA account, an employee's state corporate travel card, or through direct bill to the agency. Agencies may decide which of these forms of payment to be used.

5. **Approvals -** Travel authorization forms must be approved by the department head or his/her designee prior to renting a vehicle. Agencies are allowed to approve rental vehicles on an annual basis if the travel is routine and a regular part of an employee's job duties.

6. **Vehicle Rental Size**
   a. Only the cost of an economy, compact, intermediate, or standard vehicle is reimbursable, unless:
      1. Non-availability is documented; or
      2. The vehicle will be used to transport more than two persons.
      3. If a larger vehicle is necessary to carry equipment or multiple passengers, the vehicle shall be upgraded only to the next smallest size and lowest price necessary to accommodate the need. The file must include a justification approved by the department head or his/her designee.
   b. A department head or his/her designee may authorize a larger vehicle on a case-by-case basis and provide detailed justification in the file. Justification could include, but is not limited to, specific medical requirements when supported by a doctor's recommendation or traveling with equipment.

7. **Personal use of a State-rented vehicle is not allowed.**

8. **Fuel**
   a. Fuel should be placed on an agency's fuel card for rental vehicles. If your agency does not have a fuel card, reimbursements require an original receipt. If you are not able to obtain a receipt from the pump or cashier, a time stamped photo of the pump showing the number of gallons purchased and total price will suffice.
   b. A traveler must purchase fuel with the State's Fuel Card, other approved credit card, or with personal funds at reasonable cost from a fuel station prior to returning the rental. Pre-paid fuel options or replacement of gasoline from the rental company is not allowed. If a traveler purchases any fuel options or programs allowing the rental vehicle company to replace gasoline without justification and prior approval from the department head, the traveler must reimburse the agency. Each agency shall familiarize

itself with the Statewide Fleet Fuel and Repair/Maintenance and bulk fuel contracts. Agencies and travelers should review the terms, conditions, and locations of vendors for each contract.

9. **Insurance for Vehicle Rentals within the United States**
   a. State rental contracts include Collision and Damage Waiver (CDW) insurance and $1 Million Liability Protection Coverage. Additional insurance billed by car rental companies is not reimbursable and must not be billed to an agency.
   b. Should a collision occur while on official state business, the accident should immediately be reported to the Office of Risk Management and the rental company. Any damage involving a third party must be reported to the appropriate law enforcement agency to obtain a police report.
   c. Lost keys and unlocking services for rental vehicles are not covered under the damage waiver policy and can be costly. Agencies should establish an internal procedure regarding the liability of these costs.

10. **Insurance for Vehicle Rentals Outside of the United States**
    a. The Office of Risk Management (ORM) recommends the appropriate insurance (liability and physical damage) provided through the car rental companies be purchased when the traveler is renting a vehicle outside of the United States. With the approval of the department head or his/her designee, required insurance costs must have receipts and may be reimbursed for travel outside of the United States only.
    b. The following insurance packages are available by rental vehicle companies which are reimbursable:
       1. Collision Damage Waiver (CDW) - should a collision occur while on official state business, the cost of the deductible should be paid by the traveler and submit a reimbursement claim on a travel expense form. The accident must also be reported to the Office of Risk Management.
       2. Loss Damage Waiver (LDW)
       3. Auto Tow Protection (ATP)
       4. Supplementary Liability Insurance (SLI)
       5. Theft and/or Super Theft Protection (coverage of contents lost during a theft or fire)
       6. Vehicle coverage for attempted theft or partial damage due to fire by the car rental company.
    c. The following are examples of insurance packages available by rental vehicle companies that are not reimbursable.
       1. Personal Accident Coverage Insurance (PAC)
       2. Emergency Sickness Protection (ESP)
    d. Insurance is only allowed to be charged or reimbursed when renting outside of the United States.

11. **Navigation Equipment (GPS System) -** Must be rented, not purchased, from a rental car company and may only be reimbursed if the traveler justifies the need for such equipment. Prior approval from the department head or his/her designee must be obtained and included with the travel file.

## G. Ground Transportation

1. The cost of public ground transportation such as buses, subways, airport

shuttles/limousines, ferries, tolls, and taxis are reimbursable when the expenses are incurred as part of approved State travel. Credit card fees charged by these services are reimbursable.

2. Public transportation to and from the airport may be reimbursed with a receipt while on official state business.

3. If utilizing Uber or Lyft type services, only a standard size vehicle is reimbursable with an itemized receipt. Premium or larger vehicles are not reimbursable. Agencies may reimburse tolls, surcharges, and fees (excluding wait time fees) when it is determined that these services are the most cost effective option. Wait time fees are not a reimbursable expense. Travelers should try to utilize the most economic ground transportation without incurring additional fees or surge pricing.

4. When travelers utilize a free shuttle service, a $5.00 tip may be allowed (no receipt is required).

5. Airport shuttles, taxis, and all other public transportation require a receipt for reimbursement. A driver's tip may be given and the tip must not exceed 20% of the total charge. The tip amount must be included on the receipt received from the driver/company.

6. All other forms of public ground transportation other than those listed above are limited to $10 per day when a receipt is not possible. Claims in excess of $10 per day require a receipt. At an agency's discretion, the department head may implement an agency policy requiring receipts for all public transportation requests less than $10 per day.

7. To assist agencies with verification of taxi fares, you may contact the taxi company for an estimate or visit an online taxi fare estimator. A traveler should obtain prior approval if multiple taxis will be used during a trip (not just to and from an airport). It may be in the agency's best interest to rent a vehicle rather than reimbursing multiple taxi expenses.

**H. Parking and Related Parking Expenses**

1. Baton Rouge Airport - the State has contracted rates for parking in the indoor parking garage and the outside fenced parking lot at the Baton Rouge Airport. The airport parking certificate and State Employee ID must be presented to receive the contract price. If the agency does not issue a State ID, the traveler will need a business card and a driver's license along with the certificate to be eligible for the state contracted rate. Receipts are required for reimbursement of the contracted rates listed in the resource section. The airport certificate may be found on the State Travel Office's website at: https://www.doa.la.gov/doa/ost/parking/

2. New Orleans Airport Parking – Travelers have the option to park at New Orleans Airport in the Surface Lot or the Airline Economy Garage. Receipts are required for reimbursement for the allowable rates listed in the resource section.

3. Travelers using motor vehicles on official state business may be reimbursed for all other parking, including airport parking except as listed in A and B above, ferry fares, and road/bridge tolls. For each transaction over $5, a receipt is required.

4. Tips for valet parking are not to exceed $5 per day.

## §1505. LODGING

### A. General Lodging Information

1. The State has contracted with HotelPlanner for hotel booking (use is not mandatory). Lodging rate, plus tax (other than Louisiana Sales Tax) and any mandatory surcharges are allowed.

2. When traveling in-state on official state business and expenses are being charged to an employee's State Corporate Travel Card, State's LaCarte Card, or the agency's CBA account, it is the employee's responsibility to ensure state sales taxes are not charged.

3. 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 multiplied by the number of employees per room.

### B. Conference Lodging Allowance

1. Travelers may be allowed the conference lodging rates, plus tax (other than Louisiana Sales Tax) and any mandatory surcharge. **Receipts are required along with documentation showing the actual conference rate.** Department heads or his/her designee have the authority to approve the actual cost of conference lodging for a single occupancy or standard room when the traveler is staying at the designated conference hotel and nearby hotels are not logical. If there are multiple designated conference hotels, the lower cost conference hotel should be booked, if available. In the event the designated conference hotel(s) have no room availability, a department head or his/her designee may approve to pay the actual hotel cost not to exceed the conference lodging rates for other hotels in the immediate vicinity of the conference hotel. This allowance does not include Agency Hosted Conference Lodging Allowances. Documentation required is a formal agenda, program, letter of invitation, or registration fee. Participation as an exhibiting vendor in an exhibit /trade show also qualifies as a conference. For a hotel to qualify for conference rate lodging, it requires that the hotel is hosting or is in conjunction with hosting the meeting.

2. Training courses held over several consecutive days and have a designated hotel and rate, could be considered a "conference hotel."

3. If staying at a designated conference hotel or an overflow hotel(s), you may not rent a vehicle unless prior approval is granted from the department head. Rental vehicles must be for official state business needs and supporting documentation must be maintained in the file.

4. No reimbursements are allowed for functions not related to a conference. Examples include tours, dances, and golf tournaments.

### C. Extended Stays

1. For travel assignments approved by the Commissioner of Administration involving duty for extended periods (30 or more consecutive days) at a fixed location, the reimbursement rates indicated should be adjusted downward whenever possible. Claims for meals and lodging may be reimbursed on a per diem basis supported by a lodging receipt.

2. The only exemptions which do not require the Commissioner of Administration's approval when traveling 30 days or more are students, professors, or other state travelers which are

traveling on a grant, scholarship, studying aboard or any other occasion where funds utilized are not state funds. Department head approval is required for these travelers.

**D. Lodging Fees**

1. Non-conference related fees - Many hotels charge mandatory fees variously termed "resort fees," "amenity fees," "urban destination fees," "facilities fees" and "daily destination fees," among others. Agencies should review these fees and see what they include before authorizing reimbursement, as they can vary from simply covering internet access to including items that may be considered gifts, like tours or tickets. If the fees do not include an item that can be considered a gift, these fees are reimbursable but should not exceed the applicable tier rate when combined with the daily room rate. These fees require department head approval if the additional cost is less than a 50% increase of the daily tier rate. Increases above 50% require prior approval from the Commissioner of Administration.

2. Added value charges which include, but are not limited to, early check-in fees, additional person fees, mini-bar/snack fees, gym fees, and spa fees are not reimbursable.

3. Tax recovery charges are not allowed when booking through companies other than the State of Louisiana's travel agency or its affiliated company.

**E. Louisiana Sales Tax**

1. Travelers are responsible for reimbursing the agency for any Louisiana sales taxes when the agency's tax exemption form is not presented at time of check-in at hotel. Contractors are subject to Louisiana sales tax and can be reimbursed for this expense.

2. Travelers should use the tax-exempt form located on the State Travel Office website for all in-state lodging.
https://www.doa.la.gov/media/er0b2lwj/travelexemption-travelexpense.pdf

**F. Lodging with relative or friends**

1. May not be reimbursed unless the host can substantiate costs for accommodating the traveler. The reimbursement will be at the actual cost of lodging but must not exceed the PPM49 lodging rate for the applicable area. The host must show proof of the added costs for water, electricity, and other expenses.

**G. Hotel Reward Points**

1. Travelers may retain hotel reward points earned on official state travel unless an agency deems the points as property of the state.

**H. Lodging Exceptions**

1. Non-conference Lodging Overage Allowances - Department head or his/her designee has the authority to approve actual costs for routine lodging on a case by case basis, but shall not exceed fifty percent over the PPM49 lodging rate for the applicable travel location. (This authority is for routine lodging only and not for conference lodging or any other area of PPM49). Receipts, justification, and approval must be maintained in the file to show that attempts were made with hotels in the area to receive the best rate.

a. Travelers are responsible for reimbursing the agency for lodging rates that exceed the published PPM49 tier rates for the travel location unless prior approval is granted by the Commissioner of Administration.

2. In areas where the Governor has declared an emergency, a department head or his/her designee has the authority to approve actual routine lodging provisions on a case-by-case basis, but shall not exceed seventy-five percent over the PPM49 lodging rate for the applicable travel location. Each case must be documented to justify necessity (e.g. proximity to meeting place) and cost effectiveness. Documentation, including receipts, must be readily available in the agency's travel reimbursement files and kept in accordance with record retention policies.

3. Lodging overages in excess of 1 and 2 of this section require approval from the Commissioner of Administration prior to being paid or reimbursed by the agency. Requests for approval must contain justification and estimated costs. If prior approval is not obtained, overages must be repaid to the agency by the traveler.

4. Actual expenses for Elected Officials, Board Members (if allowed by the Board), State Officers, persons authorized by statute, or any individual with a preapproved exception will be reimbursed on an actual expense basis, for meals and lodging only, while in travel status, except in cases where other provisions for reimbursement have been made by statute. Itemized receipts are required for reimbursement. Requests must be reasonable in relation to the purpose of travel. Travelers entitled to actual expense reimbursement are only exempt from meals and lodging rates; they are subject to all other requirements as listed in these travel regulations.

## §1506. MEALS

### A. Meals While In Travel Status

1. Meal Reimbursement for Single Day Travel - Meals are not eligible for reimbursement on single day travel. When an authorized traveler of the State is in travel status where no overnight stay is required, meals are not eligible for reimbursement. However, the department head is allowed to authorize single day meal reimbursements on a case-by-case basis or by types(s) of single day travel when it is determined to be in the best interest of the agency. In those cases, the agency must keep the approvals in the travel file and agencies are responsible for reporting the reimbursement as taxable wages to the traveler. Each department head or his/her designee is to determine whether the travel is best suited for single day or overnight.
   a. If a department head or his/her designee determines that single day meals will be reimbursed, they must adhere to the following allowances: To receive meal reimbursements on single day travel, a traveler must be in travel status for more than 12 but less than 24 hours. Reimbursement must not exceed the applicable travel location's PPM49 rates.

2. Meal Reimbursement for Travel with Over Night Stay:
   a. Travelers may be reimbursed up to PPM49 meal per diem rates for the applicable travel location.

b. 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.
c. 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.
d. 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.

3. **Reimbursement for alcohol is prohibited.**

4. Meal Allowances are to be reimbursed at the published PPM49 per diem rates for the applicable location. PPM49 meal rates include taxes and tips, travelers cannot be reimbursed separately for those items. Receipts are not required for meals within these allowances unless a cash advance was received.

5. If meals are included in a conference schedule and are part of the registration fee, the traveler cannot request/receive additional reimbursement for that meal. If a traveler has dietary restrictions, agencies may allow the traveler to claim reimbursements for any meals provided at a conference, meeting, or other work function that may pose a health risk to the traveler if consumed.

6. Meals provided by relatives and/or friends may not be reimbursed unless the host can substantiate costs for providing meals to the traveler. The reimbursement amount for the traveler's portion of the meal must be reimbursed at the actual cost but shall not exceed the published PPM49 rate for the applicable travel location. The traveler must provide documentation and obtain approval from the department head.

**B. Special Meals**

1. Special meal needs are infrequent, extraordinary, and/or emergency situations when state employees are required by their supervisor to work more than a twelve-hour weekday or six-hours on a weekend. Special meals also includes meals provided during working meetings of department staff. Special meals do not include normal visits, meetings, or reviews.

2. Special meals must have prior approval from the Commissioner of Administration for all state agencies other than higher education. The entity head of higher education institutions or his/her designee may approve special meals prior to the meal date. Special meals should be placed on a state issued credit card.

3. All special meals must have a sign-in sheet.

4. Requests for one-time special meals must be signed by the department head and require prior approval by the Commissioner of Administration. These requests must include:
   a. Date of Event
   b. Name of each recipient
   c. Total number of attendees
   d. Estimated cost of meal

e. Estimated cost per person
f. Justification for special meal

5. The Commissioner of Administration may delegate approval to a department head on a fiscal year basis. Requests must be submitted every fiscal year the delegation is needed. Once approval is received, the department head may authorize a special meal within the published PPM49 rate of the meeting location. A reasonable delivery fee and tip may be allowed if ordered from an outside vendor. Tips should never exceed 20% of the meal cost.
   a. Requests to the Commissioner of Administration for special meal delegations must:
      1. Be submitted on agency letterhead and signed by the department head
      2. Include clear justification of the necessity and appropriateness of the request
      3. Include a statement that allowances for meal reimbursements will be in accordance with PPM49 unless specific approval is received from the Commissioner of Administration to exceed PPM49 meal rates.

6. Agencies with a special meals delegation must report all special meals on a quarterly basis to StateTravel@LA.Gov. Higher education institutions must send the special meals report to the entity's management board. The Special Meals Report template can be found here: https://www.doa.la.gov/media/s43etwyx/special-meals-report-template.xlsx

   The special meals report must include:
   a. Year and quarter being reported
   b. Agency Name
   c. Name of report preparer
   d. Phone number and email address of report preparer
   e. Date of Event
   f. Event Title
   g. Name and title of person(s) receiving reimbursement, if applicable.
   h. If a state credit card was used, the name and title of the cardholder must be reported.
   i. Name and title of each recipient
   j. Total number of attendees
   k. Total cost of meal
   l. Cost per person
   m. Justification for special meal

7. In order for an agency's special meals delegation renewal to be considered for approval, the special meals quarterly reports must be submitted.

8. Special meals also apply to visiting dignitaries or executive-level persons from other governmental units.

9. Special meal documentation must be kept on file and must include:
   a. A detailed breakdown of all expenses incurred, with appropriate receipts(s);
   b. Subtraction of any alcoholic beverage costs.
   c. Copy of prior written approval from the Commissioner of Administration or for higher education, the entity head or his/her designee.

## §1507. REIMBURSEMENT FOR OTHER EXPENSES WHILE IN TRAVEL STATUS

**A. Communication and Internet Expenses**

1. Travelers with a state issued phone or receiving a monthly stipend are not allowed communication reimbursements.

2. State business communication costs may be reimbursed with receipts.

3. For 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.

4. Internet access charges for official state business from hotels or other travel locations are reimbursable with receipts.

**B. Storage and handling charges**

1. Storage and handling charges for state equipment/materials are allowed to be placed on the agency's CBA account. Receipts are required for these transactions.

**C. Incidental Tips**

1. Limited to a maximum of $5 per day for all incidental tips
   a. Hotel Tips – Allowed for check-in and check-out
   b. Airport Baggage Tips – Allowed for arrival and departure

**D. Luggage Allowances**

1. Department head or his/her designee may approve reimbursement to a traveler for airline charges for one checked bag for a business trip of 5 days or less and for two checked bags for business trips exceeding 5 days. Additional luggage or equipment required for the business travel may be reimbursed with justification and receipts.

2. Travelers will be reimbursed for excess baggage charges (overweight baggage) only in the following circumstances:
   a. When traveling with heavy or bulky materials or equipment necessary for business.
   b. The excess baggage contains agency records or property.

3. The traveler should always consider shipping material to the final destination or splitting material into additional pieces of luggage to determine the most cost-effective method for the State.

4. Laundry services – If traveling for more than seven days, laundry services may be reimbursed with the department head or his/her designee's prior approval. Receipts are required and may be reimbursed up to the actual cost.

## §1508. AGENCY HOSTED CONFERENCES

A. Applies to both in-state and out-of-state. State Sponsored Conferences: agencies must solicit three (3) bona fide competitive quotes in accordance with the current Governor's Small Purchase Executive Order.

1. Attendee Verification: All state sponsored conferences must have a sign-in sheet or some type of attendee acknowledgment to justify the number of meals charged.

2. Conference Lunch Allowance: Lunch directly billed to an agency in conjunction with a state sponsored conference shall not exceed the combined PPM49 breakfast and lunch rates of the conference location. Any gratuity not required by the caterer must not exceed 20% of the total meal cost.
   a. For example – If the PPM49 meal rates for New Orleans are $17 for breakfast and $18 for lunch, the conference lunch allowance will be $35.

3. Breakfast and dinner require approval from the Commissioner of Administration. Approvals for higher education entities can be made by the entity head or his/her designee.

4. Conference Refreshment Allowance: Cost for break allowances for meetings, conferences, or conventions are not to exceed $5.50 per person. Refreshments are allowed twice per day, morning and afternoon. Gratuity may be added if refreshments are being catered.

5. Conference Lodging Allowances: Conference lodging rates should be within the published PPM49 lodging rates for the conference location but cannot exceed 50% over the published rate without prior approval from the Commissioner of Administration.

## §1509. INTERNATIONAL TRAVEL

A. International travel must be approved by the Commissioner of Administration for all state agencies other than higher education.

B. The entity head of higher education institutions or his/her designee may approve international travel prior to the departure date.

C. All requests for approval must be accompanied by a detailed account of expected expenditures including airfare, room rates, dates, meals, local transportation, and any other known travel costs.

D. International travelers will be reimbursed based on the PPM49 Tier IV rates for meals and lodging. Agencies may request approval from the Commissioner of Administration to use the Department of State's rates. Higher education entities can obtain approval to use the Department of State rates from the higher education entity's department head.

E. Agencies may decide to allow state travelers to be reimbursed for a Visa and/or immunizations when the traveler is traveling on behalf of the agency/university on official state business and must keep justification with the travel file. Passport reimbursements must be submitted to the department head for approval along with detailed justification as to why this reimbursement is being requested/approved.

## §1510. WAIVERS

A. The Commissioner of Administration may waive, in writing, any provision in these regulations when the State's best interest will be served. All waivers of PPM49 must receive prior approval from the Commissioner of Administration, except in declared emergencies.

## §1511. PPM49 TIER PER DIEM RATES

Lodging rates include charges such as resort fees, facility fees, and reservation fees.

### A. Tier I

| | |
|---|---|
| **Breakfast** | **$16** |
| **Lunch** | **$17** |
| **Dinner** | **$31** |
| **Total** | **$64** |

| **Lodging Area** | **Routine Lodging** |
|---|---|
| In-State Cities (except as listed) | **$96** |
| Alexandria/Leesville/Natchitoches | **$99** |
| Baton Rouge - EBR | **$99** |
| Covington/Slidell - St. Tammany | **$96** |
| Lake Charles - Calcasieu | **$96** |
| Lafayette | **$96** |

### B. Tier II

| | |
|---|---|
| **Breakfast** | **$17** |
| **Lunch** | **$18** |
| **Dinner** | **$34** |
| **Total** | **$69** |

| **Lodging Area** | **Routine Lodging** |
|---|---|
| New Orleans - Orleans, St. Bernard, Jefferson and Plaquemines Parishes | **July-September- $136** |
| New Orleans - Orleans, St. Bernard, Jefferson and Plaquemines Parishes | **October-January- $136** |
| New Orleans - Orleans, St. Bernard, Jefferson and Plaquemines Parishes | **February- June- $158** |
| Out-of-State (Except Cities listed in Tier III & IV) | **$96** |

### C. Tier III

| | |
|---|---|
| **Breakfast** | **$17** |
| **Lunch** | **$18** |
| **Dinner** | **$34** |
| **Total** | **$69** |

| **Lodging Area** | **Routine Lodging** |
|---|---|
| Austin, TX; Atlanta, GA; Cleveland, OH; Dallas/Fort Worth, TX; Denver, CO; Ft. Lauderdale, FL; Hartford, CT; Houston, TX; Kansas City, MO; Las Vegas Los Angeles, CA; Miami, FL; Minneapolis/St. Paul, MN; Nashville, TN; Oakland, CA; Orlando, FL; Philadelphia, PA.; Phoenix, AZ, Pittsburgh, PA; Portland, OR; Sacramento, CA; San Antonio, TX; San Diego, CA; Sedona, AZ; St. Louis, MO; Wilmington, DE; all of Alaska and Hawaii; Puerto Rico; US Virgin Island; American Samoa; Guam, Saipan | **$170** |

**D. Tier IV**

| | | |
|---|---|---|
| **Breakfast** | **$18** | |
| **Lunch** | **$21** | |
| **Dinner** | **$36** | |
| **Total** | **$75** | |
| **Lodging Area** | | **Routine Lodging** |
| Baltimore, MD; San Francisco, CA; Seattle, WA; Chicago IL, Boston, MA | | **$212** |
| Alexandria, VA; Arlington, VA; New York City, NY; Washington, DC | | **$225** |
| International Cities | | **$200** |

# RESOURCES

## State Travel Website

Travel.LA.Gov

## GSA Per Diem Website

https://www.gsa.gov/travel/plan-book/per-diem-rates

## Department of State Foreign Per Diem Website

https://aoprals.state.gov/web920/per_diem.asp

## Christopherson Business Travel

Toll Free: 800-961-0720
Direct: 205-874-8538
Hours: 7:00 AM - 8:00 PM CT, Monday – Friday
Email: statela@cbtravel.com (State Advisor Team)
Email: statelauniv@cbtravel.com (University Advisor Team)

**Agent Assisted Bookings (Non-Refundable)**
$24.00 per domestic ticket
$31.00 per international ticket
$21.00 per domestic ticket for 10 or more people on the same itinerary plus tax
$29.00 per international ticket for 10 or more people on the same itinerary plus tax

**Online Booking (Non-Refundable)**
$7.00 per domestic or international ticket

**After hours service for emergency use only**
After 5 p.m. and on weekends: 800-961-0720

**Create a travel profile:** https://legacy.cbtravel.com/business/profile/stateofla/

**Christopherson Business Travel Login**: https://app.cbtat.com/ (click on AirPortalLogin if you've already created a profile)

**State Travel Link:** https://www.doa.la.gov/doa/ost/travel-agency/

## Motor Coach Travel

**STM Driven**

Direct: 319-433-0851
Mobile: 773-512-3840
Email: ngyllin@STMDriver.com

# Rental Vehicles

## State Travel Ground Transportation Webpage: https://www.doa.la.gov/doa/ost/transportation/ground-transportation/

### Enterprise/National

Joseph Rosenfeld
Direct: 225-445-7250
Email: joseph.g.rosenfeld@ehi.com

### Hertz

Tami Vetter
Direct: 225-303-5973
Email: TVetter@Hertz.com
**For Hertz Direct Billing Only:**
Nadika Perera
Email: Nadika.Perera@Hertz.com

# Hotels

## State Travel Hotels Webpage: https://www.doa.la.gov/doa/ost/hotels/

### HotelPlanner

Pat Smith
Direct: 713-805-1395
Email: Pat.Smith@HotelPlanner.com

# Parking Rates

## Allowable Airport Parking Rates:

Baton Rouge Airport: **$4.50 per day for parking in the indoor/outdoor garage or lot.**

New Orleans Airport: **Airport Surface Lot: $18.00 per day**
**Airline Economy Garage: $12.00 per day**
**US Park: $14.00 per day plus tax**

# Enterprise and National Rental Rates

## Car Rental Program Summary United States (USD)

| | National | | | Enterprise rent-a-car | | |
|---|---|---|---|---|---|---|
| | Vehicle Class | Daily Rates | Airport One-Way Daily Rates | Vehicle Class | Daily Rates | Airport One-Way Daily Rates |
| U.S. Daily Rental Rates | Economy | $33.00 | $83.00 | Economy | $33.00 | $83.00 |
| | Compact | $33.00 | $83.00 | Compact | $33.00 | $83.00 |
| | Intermediate | $34.75 | $83.00 | Intermediate | $34.75 | $83.00 |
| | Standard | $34.75 | $83.00 | Standard | $34.75 | $83.00 |
| | Full Size | $37.50 | $83.00 | Full Size | $37.50 | $83.00 |
| | Premium | $82.00 | $129.00 | Premium | $82.00 | $129.00 |
| | Minivan | $65.00 | $145.00 | Minivan | $65.00 | $145.00 |
| | Midsize SUV | $62.00 | $145.00 | Midsize SUV | $62.00 | $145.00 |
| | Standard SUV | $62.00 | $145.00 | Standard SUV | $62.00 | $145.00 |
| | Full Size SUV | $86.00 | $165.00 | Full Size SUV | $86.00 | $165.00 |
| | Premium SUV | $86.00 | $165.00 | Premium SUV | $86.00 | $165.00 |
| | Small Pick Up Truck | $70.00 | $145.00 | Small Pick Up Truck | $70.00 | $145.00 |
| | Large Pick Up Truck | $75.00 | N/A | Large Pick Up Truck | $75.00 | N/A |
| | Compact Hybrid | $49.00 | $129.00 | Compact Hybrid | $49.00 | $129.00 |
| | Intermediate Hybrid | $49.00 | $129.00 | Intermediate Hybrid | $49.00 | $129.00 |
| | Full Size Hybrid | $54.00 | $129.00 | Full Size Hybrid | $54.00 | $129.00 |
| | Jeep/Crossover | $65.00 | N/A | Jeep/Crossover | $65.00 | N/A |
| | Convertible | $82.00 | N/A | Convertible | $82.00 | N/A |
| | 12 Passenger Van* | $122.00 | N/A | 12 Passenger Van* | $122.00 | N/A |
| | | | | 15 Passenger Van* | $140.00 | N/A |

**Additional requirements, including but not limited to additional terms and conditions, shall apply to the rental of these classes of vehicles.

| | |
|---|---|
| Home City One-Way Rentals | Home-City Locations have an Additional $125.00 drop fee for One-Way Rentals. |
| Rental Mileage Allowance | Economy, Compact, Intermediate, Standard, Full Size, Minivan, Midsize/Standard SUV, Small Pick up Truck, Premium Compact Hybrid, Intermediate Hybrid, and Full-Size Hybrid vehicle classes include **Unlimited** free miles. |
| Rental Age Requirements | Customer must be 18 years of age<br>Renters must be 25 years of age or older to rent 12- and 15-passenger vans. |
| Damage Waiver | Full Coverage (DW) |
| Liability | Combined Single Limit of $1,000,000 |
| Weekly/Monthly Discount | Charged 5 times the Daily Rate and 20 times the Daily Rate |

**National & Enterprise U.S. City Surcharges***

**Airports**

$3.00: Richmond, VA

$5.00: Augusta, GA; Harrisburg, PA; Phoenix; Sacramento; Scranton, PA; State of IL (excl. Chicago); State of TN (excl. Nashville); State of SC (excl. Myrtle Beach); Rochester (ROC); Buffalo (BUF); Syracuse (SYR)

*$6.00: Appleton (ATW); Green Bay (GRB)

$7.00: Albany (ALB); Westchester (HPN); Stewart (SWF); Islip (ISP); Burlington (BTV)

$10.00: Atlanta; Burbank; Hawaii Airports; Jackson, WY; John Wayne Airport (SNA); Los Angeles area (excl. LAX); Minneapolis/St. Paul; Monterey; Nashville; Oakland; Pittsburgh; Providence; Commonwealth of Puerto Rico; Rapid City; San Diego; San Francisco (incl. the convention center); San Jose; State of Alaska; State of Texas

$12.00: Baltimore; Boston; Detroit; Philadelphia; Washington, DC

$15.00: Chicago; Hawaii; Los Angeles International Airport (LAX); Newark (EWR)

$23.00: LaGuardia (LGA); Kennedy (JFK)

*Surcharges may be seasonal and fluctuate in rate*

**Airport Locations**

$3.00: Richmond, VA

$5.00: Augusta, GA; Harrisburg, PA; Phoenix; Sacramento; Scranton, PA; State of IL (excl. Chicago); State of TN (excl. Nashville); State of SC (excl. Myrtle Beach); Rochester (ROC); Buffalo (BUF); Syracuse (SYR)

$7.00: Albany (ALB); Westchester (HPN); Stewart (SWF); Islip (ISP); Burlington (BTV)

$10.00: Atlanta; Burbank; Hawaii Airports; Jackson, WY; John Wayne Airport (SNA); Los Angeles area (excl. LAX); Minneapolis/St. Paul; Monterey; Nashville; Oakland; Pittsburgh; Providence; Commonwealth of Puerto Rico; Rapid City; San Diego; San Francisco (incl. the convention center); San Jose; State of Alaska; State of Texas

$12.00: Baltimore; Boston; Detroit; Philadelphia; Washington, DC

$15.00: Chicago Airports; Hawaii Airports; Los Angeles International Airport (LAX); Newark (EWR)

$23.00: LaGuardia (LGA); Kennedy (JFK)

**Home-City Locations**

$7.00: Long Island Metro; Westchester Metro (incl. Greenwich and Stamford CT); Burlington Metro (VT)

$10.00: Commonwealth of Puerto Rico; Boston Home-City; Bemidji and Moorhead, MN; State of Nebraska (excl. Omaha and Lincoln) State of Wyoming (excl. Cheyenne, Laramie, and Jackson); San Francisco Downtown; State of Alaska

$12.00: Washington DC Area

$15.00: Chicago Home-City; Hawaii Home-City

$23.00: NYC Boroughs (Bronx, Brooklyn, Manhattan, Queens, and Stanton Island)

| | | | |
|---|---|---|---|
| Misc. | Additional Eligible Renters | Young Renter Fee Waived (18-20-year-old) | Road Side Protection $5.99/day |

# Hertz Rental Rates

| Vehicle Type | Daily Rate | Weekly Rate | Monthly Rate |
|---|---|---|---|
| **Sedans** | | | |
| Economy/Compact | $31.00 | $155.00 | $620.00 |
| Intermediate/Standard | $33.00 | $165.00 | $660.00 |
| Full Size | $36.00 | $180.00 | $720.00 |
| **Passenger Vans** | | | |
| Mini Van | $54.00 | $270.00 | $1,080.00 |
| 12 Passenger | $95.00 | $475.00 | $1,900.00 |
| **SUV's** | | | |
| Mid/Standard SUV | $54.75 | $273.75 | $1,095.00 |
| Full Size / Premium SUV | $84.50 | $422.50 | $1,690.00 |
| **Pick- Up Truck's** | | | |
| Small Pick Up Truck | $57.50 | $287.50 | $1,150.00 |
| Large Pick Up Truck | $59.00 | $295.00 | $1,180.00 |
| **Other Class's Offered** | | | |
| Premium | $60.00 | $300.00 | $1,200.00 |
| Jeep/ Crossover | Not Available | Not Available | Not Available |
| Convertible | Not Available | Not Available | Not Available |
| Compact Hybrid | Not Available | Not Available | Not Available |
| Intermediate Hybrid | $45.00 | $225.00 | $900.00 |
| Full Size Hybrid | Not Available | Not Available | Not Available |
| 15 Passenger Van | Not Available | Not Available | Not Available |
| Electrical Vehicle | $85.00 | $425.00 | $1,700.00 |

**Hertz Surcharges**

| State | City | Amount Per Day |
|---|---|---|
| California | Burbank (Airport) | $3.00 |
| | John Wayne (Airport) | $3.00 |
| | Oakland (Airport) | $3.00 |
| | San Jose (Airport) | $3.00 |
| | San Luis Obispo | $13.00 |
| District of Columbia (DC) | Washington | $8.00 |
| Illinois | Chicago | $8.00 |
| Massachusetts | Boston | $8.00 |
| Michigan | Detroit | $8.00 |
| Montana | Missoula | $6.00 |
| | Butte | $10.00 |
| New Jersey | Newark | $19.00 |
| New York | JFK, LGA, Manhattan | $29.00 |
| Oregon | Bend | $10.00 |
| | Klamath Falls | $10.00 |
| | Pendleton and Sun River | $10.00 |
| Pennsylvania | Philadelphia | $8.00 |

**Hertz Licensee Surcharges**

| State | City | Amount per Day |
|---|---|---|
| Alabama | Huntsville Airport, Huntsville South, Madison | $15.00 |
| Arkansas | Bentonville, Bentonville (HLE) Texarkana<br><br>Little Rock | $15.00<br><br><br>$12.00 |
| California | San Luis Obispo | $12.00 |
| Georgia | Brunswick | $8.00 |
| Idaho | Boise, Idaho Falls, Lewiston | $15.00 |
| | Hayden Lake (Aviation) | $8.00 |
| | Sun Valley | $12.00 |
| Kentucky | Paducah | $12.00 |
| Louisiana | Monroe (92540-01) | $15.00 |
| Minnesota | Duluth | $12.00 |
| Mississippi | Columbus | 15.00 |
| Montana | Billings, Helena | $15.00 |
| | Bozeman, Great Falls | $12.00 |
| | Kalispell | $8.00 |
| New Mexico | Roswell | $12.00 |
| New York | Ithaca | $12.00 |
| North Dakota | Bismarck, Fargo, Grand Forks, Minot, and Williston | $15.00 |
| | Dickson | $12.00 |
| Ohio | Columbus AP (Airport) | $12.00 |
| | Dayton and Vandalia | $8.00 |
| Oregon | Medford and Redmond | $8.00 |
| Pennsylvania | Erie | $15.00 |
| | Latrobe, Williamsport | $8.00 |
| | State Collage and State College HLE | $12.00 |
| South Dakota | Aberdeen and Rapid City | $12.00 |
| | Sioux Falls | $15.00 |
| Washington State | Pasco | $8.00 |
| | Pullman | $15.00 |
| | Spokane | $12.00 |
| Wisconsin | Appleton and Green Bay | $15.00 |
| Wyoming | Casper, Cody, Gillette and Jackson | $12.00 |

- **There may be additional charges as listed in the NASPO Master Agreement, if applicable to the Request for Services.**