**GENERAL:**

**TRAVEL AUTHORIZATION:**

All non-routine travel must be authorized and approved in writing by the head of the department, board, or commission from whose funds the traveler is paid.

**Routine Lodging Overage Allowances:** (Receipt required)

Department head or his/her designee has the authority to approve actual cost for routine lodging provisions on a case by case basis not to exceed fifty percent over PPM-49 current listed rates. Justification must be maintained in the file to show that attempts were made with hotels in the area to receive the state/best rate. In areas where the Governor has declared an emergency, a Department Head or his/her designee will have the authority to approve actual routine lodging provisions on a case by case basis not to exceed seventy-five percent over PPM-49 current listed rates.

**Single Day Travel:** Meals are not eligible for reimbursements on single day travel. This means that when an authorized traveler of the State is in travel status where overnight stay is required, no meals are eligible for reimbursement. Each Department Head or their designee is to determine the reasonableness of when an overnight stay is justified. However, the Department Head will be allowed to authorize Single Day meal reimbursements on a case-by-case basis or by type(s) of single day travel when it is determined to be in the best interest of the department. In those cases, the department must keep the approvals in the travel file and must be responsible to take appropriate steps to report the reimbursement as wages to the employee. If a Department Head or his/her designee determines that Single Day Meals will be provided for, they must follow the following allowances:

- **To receive any meal reimbursement on single day travel, an employee must be in travel status for a minimum of 12 hours.**
- The maximum allowance for meal reimbursement for single day travel will be $33.00.
  - Breakfast and Lunch: ($20.00) The 12 hour travel duration must begin at or before 6 a.m.
  - Lunch: ($12.00) Requires 12 hours duration in travel status.
  - Lunch and Dinner: ($33.00) The 12 hour travel duration must end at or after 8 p.m.

**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 to 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 to 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 to or beyond 8 p.m. on the last day of travel, and for any intervening days.

**Meals Allowance - Including Tax and Tips**

Receipts are not required for routine meals within these allowances. Partial meals such as continental breakfast or airline meals are not considered meals. If meals of state officials receiving actual expenses exceed these allowances, itemized receipts are required. Inclusion of suburbs shall be determined by department head on a case by case basis.

**Routine Lodging Allowances - Employees will be reimbursed lodging rate, plus tax and any mandatory surcharges. (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 reimburse the actual cost of the room, subject to a maximum amount allowed for an individual traveler times the number of employees.

Department head or his/her designee approval must be provided to allow lodging expenses to be direct billed to an agency.

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**LODGING:**

- **Routine Lodging**
  - In-State Cities (except as listed): $77
  - Baton Rouge - EBR: $96
  - Covington/Slidell - St. Tammany: $88
  - Lake Charles - Calcasieu: $79
  - Lafayette: $87
  - Tier II Breakfast: $10
  - Lunch: $14
  - Dinner: $28
  - Tier III Breakfast: $12
  - Lunch: $17
  - Dinner: $28
  - Tier IV Breakfast: $13
  - Lunch: $19
  - Dinner: $33

**LODGING:**

- **Routine Lodging**
  - Out-of-State (Except Cities listed in Tier III & IV): $85

**RENTAL CARS (Receipt Required)**

**In-State Vehicle: Rental.** The State has contracted with Enterprise Rent-A-Car for the State Motor Pool Rental Contract which is mandatory in all In-State Motor Pool Rentals:

- **Compact:** $32.00
- **Intermediate:** $34.00

Only the rental of compact or intermediate model is permissible, unless non-availability is documented, or the vehicle will be used to transport more than two persons. Written approval from the department head prior to departure is required.

**ENTERPRISE CAR RENTAL:** National Account Number: NA1403

**RESERVATIONS (24/7):** 1-800-RENT-A-CAR OR ENTERPRISE.COM

**OUT-OF-STATE VEHICLE RENTAL (Receipt Required)**

**Out-of-State Vehicle Rental.** The State has contracted rental vehicles for domestic out-of-state travel, excluding Louisiana and international travel, utilizing the State of Louisiana’s Out-of-State Contracts. The State of Louisiana’s Out-of-State participating vendors includes 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/million dollar liability insurance.

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Gasoline (Receipt Required)
Reimbursements require a receipt for regular unleaded gasoline, or diesel when applicable. This applies for both state owned vehicles and rental vehicles, as mid-grade, super, plus or premium gasoline is typically not necessary.

TAXI: (Shuttles, Airport limousines, etc.)
The cost of public ground transportation such as busses, subways, airport shuttle/limousines, and taxis are reimbursable when the expenses are incurred as part of approved state travel. Airport Shuttle/limousines and taxi reimbursements, including tip, requires a receipt to account for total daily amount claimed. A driver’s tip for shuttles/limousines and taxis may be given and must not exceed 15% of total charge. Amount of tip must be included on receipt received from driver/company. All other forms of public ground transportation are limited to $15 per day without a receipt, claims in excess of $15 per day requires a receipt. At the agency’s discretion, the department head may implement an agency wide policy requiring receipts for all public transportation request less than $15 per day.

PARKING:
Airport Parking Contracts:
Baton Rouge Airport: The state’s current contract rate is $3.50 per day (no receipt required), for parking in the indoor parking garage as well as the outside fenced parking lot at the airport. Documentation required to receive the contract price is either state ID or travel itinerary issued by the state contracted travel agency designating the employee is on “official state business”. At the agency discretion an employee may be paid actual expenses up to $5.00 per day with receipt.

New Orleans Airport – Park’N Fly: The state’s contract rate is $6.00 per day, $35.00 weekly at Park’N Fly (no receipt required). Park’N Fly requires agency issued photo ID, business card, state issued corporate card or flight itinerary. At the agency discretion an employee may be paid actual expenses up to $8.00 per day with receipt.

For areas 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
TELEPHONE (These charges are while in travel status only)
Official State Business:

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/dates, meals, local transportation, etc.) and an assessment of the adequacy of this source to meet such expenditures without curtailing subsequent travel plans. International travelers will be reimbursed the Tier IV rates for meals and lodging, unless U.S. State Department rates are requested and authorized by the Commissioner of Administration or, for Higher Education, the entity head or his/her designee, prior to departure. Itemized Receipts are required for meals and lodging claimed at the U.S. State Department rates.

WAIVERS
The Commissioner of Administration may waive in writing any provision in PPM 49 when the best interest of the state will be served.

PLEASE REVIEW PPM 49 THOROUGHLY BEFORE MAKING YOUR TRAVEL ARRANGEMENTS TO ENSURE COMPLIANCE AND FOR PROPER REIMBURSEMENTS.