

STATE TRAVEL REGULATIONS

PPM 49

State Travel Website

Travel.LA.Gov

GSA Per Diem Website <https://www.gsa.gov/travel/plan-book/per-diem-rates>

Any persons who are not official state employees, must sign an Acknowledgement of Non-State Employees Utilizing State Vehicles form, located at the Office of State Travel's website, <http://www.doa.la.gov/osp/Travel/forms/nse-acknowledgement.pdf> prior to riding in or driving a state-owned vehicle or rental vehicle on behalf of the State.

STATE TRAVEL REGULATIONS



MILEAGE

- Reimbursement from official domicile to area of travel based on most direct route. Mileage shall be reimbursable on the basis of \$0.65 per mile for the following:

Official In-State business travel

Employee should rent a vehicle from Enterprise Rent-A-Car's if travel exceeds 99 miles round trip

If an employee elects to use his/her personal vehicle, reimbursement may not exceed a maximum of 99 miles per round trip at \$0.65 cents per mile.

******Personal vehicle mileage reimbursements require an odometer reading and/or a website mileage calculator (i.e. MapQuest), time of departure/arrival and area traveled.

Gasoline (Receipts Required) - Reimbursements require an original receipt and only regular unleaded gasoline, or diesel when applicable, must be used.

STATE TRAVEL REGULATIONS

- **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
- Economy \$33.00 \$231.00 weekly
- Intermediate \$34.75 \$243.25 weekly
- Only the rental of economy or intermediate model is reimbursable, unless non-availability is documented, or the vehicle will be used to transport more than two persons. Written approval from the LCTF Executive Director prior to departure is required
- ENTERPRISE CAR RENTAL: Number: NA1403 RESERVATIONS (24/7)
- ENTERPRISE .COM
- **Corporate Discount #'s NA1403**
- **Enterprise 1-800-736-8222**

STATE TRAVEL REGULATIONS

M&IE total and breakdown by meal for travel in the continental U.S.

1. Determine the location where you will be working while on official travel.
2. Look up the location-specific information at www.gsa.gov/perdiem.
3. On the results page, click Meals & Incidentals (M&IE) Rates to jump to the M&IE rates table.
4. Find the row for your specific location and note the amount listed for M&IE total, breakfast, lunch, dinner, incidentals, and first and last day of travel.

STATE TRAVEL REGULATIONS

- Meals are not eligible for reimbursements on single day travel unless the travel day meets a minimum of 12 hours.
 - **Breakfast & Lunch: 12 hours travel duration must begin at or before 6:00 a.m.**
 - **Lunch:** Requires 12 hours duration in travel status.
 - **Lunch & Dinner** The 12 hour travel duration must end at or after 8:00 p.m.
- **Alcohol:** Reimbursement for alcohol is prohibited.

STATE TRAVEL REGULATIONS

- **Conference/Convention** - An event (other than routine) for a specific purpose and/or objective.
- Non-routine event can be defined as a seminar, conference, convention, or training.
- Documentation required is an agenda/program, and registration form/invoice as well as proof of payment.
- Hotel costs must follow state travel regulations

STATE TRAVEL REGULATIONS

- **Commercial Airlines** - (Receipts required) All state travelers are to purchase the lowest priced commercial airline tickets available
- **NOTE: COST OF A PREFERRED OR PREMIUM SEAT IS NOT REIMBURSABLE.**
- **Luggage Allowances - (Receipt Required)** You may request reimbursement 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. The traveler must present a receipt to substantiate these charges as well as proof of payment. The cost of public ground transportation such as buses, subways, airport shuttle/limousines, and taxis are reimbursable when the expenses are incurred as part of approved state travel. You must submit a receipt and proof of payment with the request.
- If utilizing Uber or Lyft type services, only a standard size vehicle is reimbursable with an itemized receipt. Premium or larger vehicles size are not reimbursable. Any additional charges other than standard fare rates are not reimbursable (i.e. wait time fees). Travelers should utilize the most economic ground transportation without occurring additional markup fees. A driver's tip for shuttle/limousines and taxis may be given and must not exceed 20% of total charge. Amount of tip must be included on receipt received from driver/company.

STATE TRAVEL REGULATIONS

- **Registration fees at conferences** – must submit a copy of the registration form, agenda, invoice and proof of payment.
- If a meal is included in a conference schedule, it is part of the registration fee, therefore, an employee cannot request/receive additional reimbursement for that meal.
- Any and all expenses incurred on any official trip shall be paid by the traveler and his/her travel expense form shall show all such expenses in detail so that the total cost of the trip shall be reflected on a travel expense form. The traveler must provide receipts as well as proof of payment for all items charged or billed direct to the agency.
- In all cases, and under any travel status, cost of meals shall be paid by the traveler and claimed on the travel expense form for reimbursement.

STATE TRAVEL REGULATIONS

CTF SPONSORED CONFERENCES/TRAININGS

State sponsored Conferences: An agency must solicit three (3) bona fide competitive quotes in accordance with the Governor's Executive Order for Small Purchase.

Attendee Verification: All state sponsored conferences must have a sign-in sheet for justification of number of meals ordered and charged. **Conference Lunch Allowance:** Lunch direct billed to an agency in conjunction with a state sponsored conference is to be within the following rates plus mandated gratuity. Any gratuity which is not mandated must not exceed 20%.

- Lunch - In-State excluding New Orleans \$33
- Lunch - New Orleans and Out-of-State \$35

Conference Refreshment Allowance: Cost for break allowances for meeting, conference or training are to be within the following rates. Refreshments shall not exceed **\$5.50 per person**, per morning and/or afternoon sessions. A mandated gratuity may be added if refreshments are being catered.