



# STATE TRAVEL REGULATIONS

PPM 49

[https://www.doa.la.gov/osp/Travel/  
travelpolicy/TravelGuide-2019-2020.pdf](https://www.doa.la.gov/osp/Travel/travelpolicy/TravelGuide-2019-2020.pdf)



# STATE TRAVEL REGULATIONS

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 \$0.57 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 \$0.57 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.

# STATE TRAVEL REGULATIONS

## Examples

- If someone leaves Baton Rouge, travels to New Orleans and returns that same day, they are entitled to 99 miles maximum for that day trip if they choose to drive their personal vehicle.
- If someone leaves Baton Rouge, travels to New Orleans, and returns two days later, they are entitled to 99 miles maximum for the entire “trip” if they choose to drive their personal vehicle.
- If someone leaves Baton Rouge, travels to New Orleans then on to Lafayette, Shreveport, Monroe and returns to the office four days later, they are entitled to 99 miles maximum for the entire “trip” if they choose to drive their personal vehicle.

# STATE TRAVEL REGULATIONS

- Mileage shall be computed by one of the following options:
  - Based on odometer readings from point of origin to point of return.
  - By using a website mileage calculator or a published software package for calculating mileage such as Tripmaker, How Far Is It, MapQuest, etc. Employee is to print the page indicating a physical address, mileage and attach it with his/her travel expense form.

# STATE TRAVEL REGULATIONS



from Madison Ave, New York, NY 10016 to Greenwich Village, New York, NY

Search Maps

Show search options

Find businesses, addresses and places of interest. [Learn more](#)

Get Directions | [My Maps](#)

Madison Ave, New York, NY 10016

Greenwich Village, New York, NY

[Add Destination](#) - [Show options](#)

By car

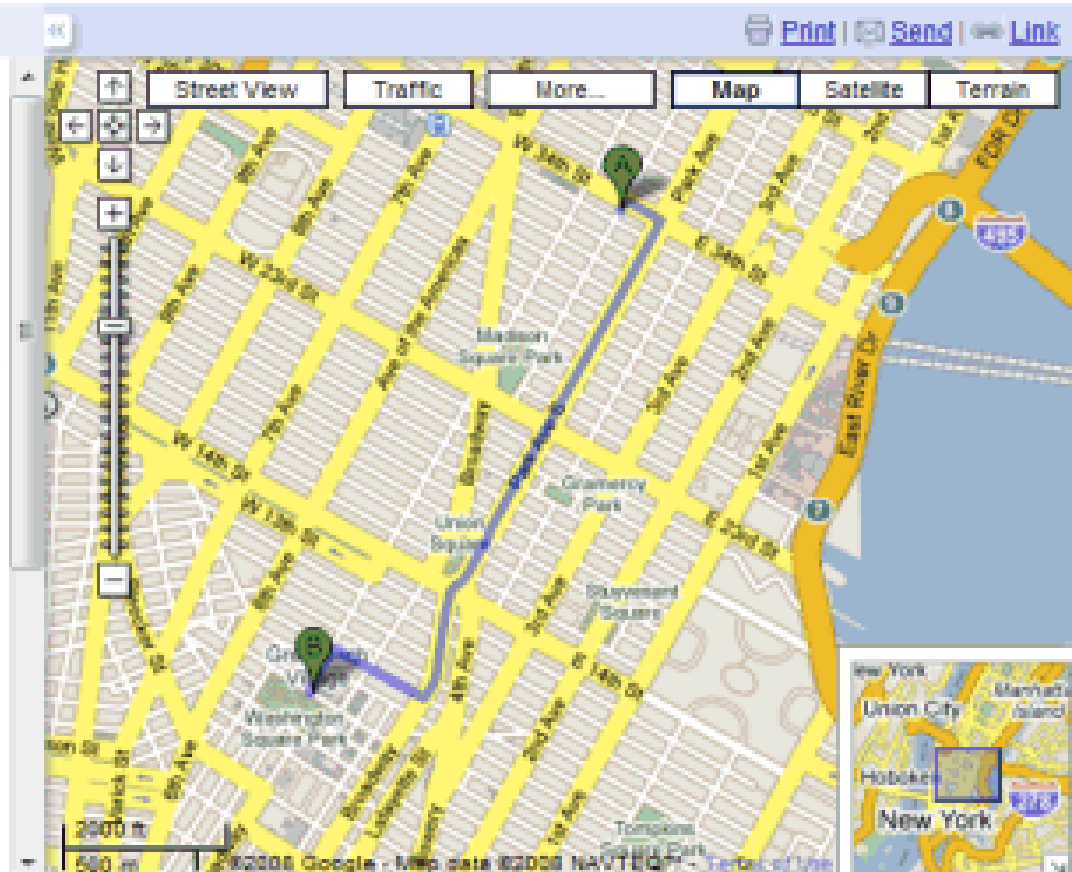
Get Directions

## Driving directions to Greenwich Village, New York, NY

1.7 mi – about 7 mins

Madison Ave  
New York, NY 10016

1. Head northeast on Madison Ave toward E 138 St 138 ft
2. Turn right at E 34th St 482 ft
3. Turn right at Park Ave 0.8 mi
4. Continue on Union Square E 0.2 mi
5. Union Square E turns slightly left and becomes Broadway 0.3 mi



# STATE TRAVEL REGULATIONS

- **Gasoline (Receipts Required)** - Reimbursements require an original receipt and only regular unleaded gasoline, or diesel when applicable, must be used.
- An employee must purchase gasoline from a local gasoline station prior to returning the rental. Pre-paid Fuel Options or replacement of gasoline, in any way, from the rental company, for rental vehicles, is not allowed. If traveler utilizes any gasoline options or programs allowing rental vehicle companies to replace gasoline; or uses anything other than regular unleaded gasoline, unless vehicle requires diesel or any other manufactory- mandated grade, without justification and prior approval from the agency Department Head, traveler must reimburse the agency the difference between what was paid and the state average gasoline rate.



# 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
- Compact                      \$29.50    \$162.25 weekly    \$590.00 monthly
- Intermediate                \$31.50    \$173.25 weekly    \$630.00 monthly
- Only the rental of compact 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

- **Single Day Travel** - Meals are not eligible for reimbursements on single day travel unless the travel day meets a minimum of 12 hours.
- If it is determined that Single Day Meals will be provided for, they must adhere 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 \$43.00.
  - **Breakfast & Lunch:** (\$24.00) the 12 hours travel duration must begin at or before 6:00 a.m.
  - **Lunch:** (\$14.00) Requires 12 hours duration in travel status.
  - **Lunch & Dinner:** (\$43.00) The 12 hour travel duration must end at or after 8:00 p.m.

# STATE TRAVEL REGULATIONS

- **Travel with Over Night Stay:** (minimum of 12 hours in travel status) Travelers may be reimbursed for meals according to the following schedule.
  - **Breakfast:** When travel begins at/or before 6 a.m. on the first day of travel or extends at/or beyond 9 a.m. on the last day of travel, and for any intervening days.
  - **Lunch:** When travel begins at/or before 10 a.m. on the first day of travel or extends at/or beyond 2 p.m. on the last day of travel, and for any intervening days.
  - **Dinner:** When travel begins at/or before 4 p.m. on the first day of travel or extends at/or beyond 8 p.m. on the last day of travel, and for any intervening days.
- - **Alcohol:** Reimbursement for alcohol is prohibited.

# STATE TRAVEL REGULATIONS

- **Meals Allowance – Including Tax and Tips**
- Receipts are not required for routine meals  
Number of meals claimed must be shown on travel voucher



# 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
- Travelers are to seek airfare allowing an ample amount of lead-time prior to departure date. The lead-time should be at least (10) ten to (14) fourteen days in advance of travel dates to ensure the lowest fares are available



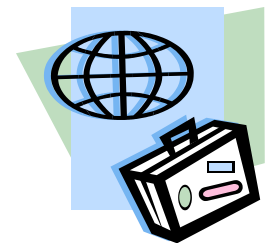
# STATE TRAVEL REGULATIONS

- **NOTE: COST OF A PREFERRED OR PREMIUM SEAT IS NOT REIMBURSABLE.** To avoid these charges or to avoid being bumped, a traveler must check in as early as possible. A traveler should check-in online 24 hours prior to a flight or check-in at the airport several hours prior to departure to obtain a seat assignment.



# STATE TRAVEL REGULATIONS

- **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.



# 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.



# STATE TRAVEL REGULATIONS

- All claims for reimbursement for travel shall be submitted on a Travel Expense Form, and shall include all details provided for on the form. It must be signed by the person claiming reimbursement and approved by his/her immediate supervisor. In all cases, the date and hour of departure from and return to domicile must be shown, along with each final destination throughout the trip clearly defined on the form. The second page must be completed with the breakdown of the travel expenses. This is necessary for every trip. For every travel request, the “purpose of the trip” must be stated in the space provided on the front of the form.

# STATE TRAVEL REGULATIONS

- 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 the 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

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



# STATE TRAVEL REGULATIONS

- Airport shuttle limousines, taxis and all other public transportation where a receipt is available, requires a receipt for reimbursements. 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.
- All other forms of public ground transportation, where a receipt is not possible and other than those listed above, are limited to \$10 per day without a receipt, claims in excess of \$10 per day require a receipt.

# STATE TRAVEL REGULATIONS

## TIER I

Breakfast	\$10
Lunch	\$14
Dinner	\$29
Total	\$53
Lodging Area	Routine Lodging
In-State Cities (except as listed)	\$96
Alexandria/Leesville/Natchitoches	\$99
Baton Rouge - EBR	\$100
Covington/Slidell - St. Tammany	\$96
Lake Charles - Calcasieu	\$96
Lafayette	\$96

# STATE TRAVEL REGULATIONS

## TIER II

Breakfast	\$13
Lunch	\$18
Dinner	\$30
Total	\$61
<b>Lodging Area</b>	
	<b>Routine Lodging</b>
New Orleans - Orleans, St. Bernard, Jefferson and Plaquemines Parishes	July- September \$117
New Orleans - Orleans, St. Bernard, Jefferson and Plaquemines Parishes	October – January \$157
New Orleans - Orleans, St. Bernard, Jefferson and Plaquemines Parishes	February-June \$157
Out-of-State (Except Cities listed in Tier III & IV)	\$96

# STATE TRAVEL REGULATIONS

## TIER III

Breakfast	\$13	
Lunch	\$19	
Dinner	\$33	
Total	\$65	
Lodging		Routine Lodging
Austin, TX; Atlanta, GA; Cleveland, OH; Dallas/Fort Worth, TX; Denver, CO;		\$170
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		

# STATE TRAVEL REGULATIONS

## TIER IV

Breakfast	\$14
Lunch	\$21
Dinner	\$36
Total	\$71
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



# 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.

# STATE TRAVEL REGULATIONS

## CTF SPONSORED CONFERENCES/TRAININGS

- **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 \$25
  - Lunch - New Orleans and Out-of-State \$30



# STATE TRAVEL REGULATIONS

## CTF SPONSORED CONFERENCES/TRAININGS

- **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.



# STATE TRAVEL REGULATIONS

