should be justified accordingly.

g. When a traveler is required to regularly use his/her personally-owned vehicle for agency activities, the agency head may request authorization from the commissioner of administration for a lump sum allowance for transportation or reimbursement for transportation (mileage). Request for lump sum allowance must be accompanied by a detailed account of routine travel listing exact mileage for each such route. Miscellaneous travel must be justified by at least a three-month travel history to include a complete mileage log for all travel incurred, showing all points traveled to or from and the exact mileage. Requests for lump sum allowance shall be granted for periods not to exceed one fiscal year.

h. The traveler shall be required to pay all operating expenses of the vehicle including fuel, repairs, and insurance.

5. Rented Motor Vehicles

a. Written approval of the department head prior to departure is required for the rental of vehicles. Such approval may be given when it is shown that vehicle rental is the only or most economical means by which the purposes of the trip can be accomplished. In each instance, documentation showing cost effectiveness of available options must be readily available in the reimbursement files. This authority shall not be delegated to any other person.

b. Only the cost of rental of a compact model is reimbursable, unless 1) non-availability is documented, 2) the vehicle will be used to transport more than two persons or 3) the cost of a larger vehicle is no more than the rental rate for a compact.

c. Insurance billed by car rental companies is not reimbursable for domestic travel. At the discretion of the department head, CDW costs only may be reimbursed for international travel. Following are some of the insurance packages available by rental vehicle companies that are not reimbursable:

1. Collision Damage Waiver (CDW) – should a collision occur while on official state business, the cost of the deductible should be paid by traveler and reimbursement claimed on a travel expense voucher. The accident should also be reported to the Office of Risk Management.
2. Loss Damage Waiver (LDW)
3. Personal Accident Insurance (PAC) – employees are covered under workmen's compensation while on official state business.
4. Auto Tow Protection (ATP)
5. Emergency Sickness Protection (ESP)
6. Supplement Liability Insurance (SLI)

d. Any personal mileage or rental days on a vehicle rented for official state business is not reimbursable and shall be deducted.

e. Reasonable gasoline cost is reimbursable – but not mileage on a rental vehicle. Receipts are required.

D. Public Ground Transportation

The cost of public ground transportation such as buses, subways, airport limousines, and taxis is reimbursable when the expenses are incurred as part of approved state travel. Taxi reimbursement is limited to $15 per day without receipts; claims in excess of $15 per day require receipts to account for total daily amount claimed. At the agency's discretion, the department head may implement an agency wide policy requiring receipts for an amount less than $15 per day.

S1505 Lodging and Meals

A. Eligibility

1. Official Domicile/Temporary Assignment - Travelers are eligible to receive reimbursement for travel only when away from "official domicile" or on temporary assignment unless exception is granted in accordance with these regulations. Temporary assignment will be deemed to have ceased after a period of thirty-one calendar days, and after such period the place of assignment shall be deemed to be his/her official domicile. He/she shall not be allowed travel and subsistence unless

permission to extend the thirty-one day period has been previously secured from the commissioner of administration.

2. **Single Day Travel:** 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 $20.00.

a. **Breakfast & Lunch:** ($14.00) The 12 hour travel duration must begin at or before 6 a.m.

b. **Lunch:** ($8.00) Requires 12 hours duration in travel status.

c. **Lunch & Dinner:** ($20.00) The 12 hour travel duration must end at or after 8 p.m.

3. **Travel with Over Night Stay:** Travelers may be reimbursed for meals according to the following schedule.

a. **Breakfast:** When travel begins at/or before 6 a.m. on the first day of travel and extends beyond 9 a.m. on the last day of travel, and for any intervening days.

b. **Lunch:** When travel begins at/or before 10 a.m. on the first day of travel and extends beyond 2 p.m. on the last day of travel, and for any intervening days.

c. **Dinner:** When travel begins at/or before 4 p.m. on the first day of travel and extends beyond 8 p.m. on the last day of travel, and for any intervening days.

4. **Alcohol** - reimbursement for alcohol is prohibited.

B. Exceptions

1. **Twenty Five Percent Over Allowances** - Department heads may allow prior approval for their employees to exceed the lodging and meals provisions of these regulations by no more than **twenty five** percent on a case-by-case basis. Each case must be fully documented as to necessity (e.g. proximity to meeting place) and cost effectiveness of alternative options. Documentation must be readily available in the department's travel reimbursement files. This authority shall not be delegated to any other person. Receipts are required for reimbursement.

2. **Actual Expenses for State Officers** - State officers and others so authorized by statute (See Definitions under Authorized Persons) or individual exception will be reimbursed on an actual expenses basis for meals and lodging except in cases where other provisions for reimbursement have been made by statute. Receipts or other supporting documents are required for each item claimed. Request shall not be extravagant and will be reasonable in relationship to the purpose of travel. State officers entitled to actual expense reimbursements are only exempted from meals and lodging rates; they are subject to the time frames and all other requirements as listed in the travel regulations.

C. Traveler's Meals (Including Tax and Tips)

Travelers may be reimbursed up to the following amounts for meals.

	Tier I	Tier II	Tier III	Tier IV
Breakfast	$6	$6	$8	$9
Lunch	$8	$9	$10	$11
Dinner	$12	$14	$19	$20
	$26	$29	$37	$40

Tier I - In-State cities: with the exception of New Orleans

Tier II – New Orleans and Out-of-State cities; with the exception of the cities listed in Tier III and Tier IV.

Tier III -Atlanta, Baltimore, Cleveland, Dallas/Fort Worth, Denver, Detroit, Houston, Los Angeles, Miami, Nashville, Oakland, CA., Philadelphia, Phoenix, Pittsburgh, Portland, OR., San Diego, St. Louis, Seattle, Tampa, Fl., Wilmington, De., Puerto Rico, Virgin Islands, all of Alaska and Hawaii

Tier IV- Boston, Chicago, New York City, San Francisco, Washington, DC

Receipts are not required for routine meals within these allowances. Number of meals claimed must be shown on travel voucher. **Partial meals such as continental breakfasts or airline meals are not considered meals.** If meals of state officials exceed these allowances, receipts are required.

D. Conference Meals

Cost allowance for meals direct billed to agency in conjunction with state-sponsored in-state conferences, **plus tax and mandated gratuity.**

Lunch In-State excluding New Orleans	**$10**
Lunch - New Orleans	**$12**

Conference Refreshment Expenditures:

Cost for a meeting, conference or convention are to be within the following rates: (note: refreshment expenses are not applicable to an individual traveler)

served on agency's property: not to exceed **$2.00** per person, per morning and/or afternoon sessions

served on offsite properties that require catered services: not to exceed **$3.50 plus tax and mandated gratuity per person**, per morning and/or afternoon sessions

E. Lodging (Employees will be reimbursed lodging rate, plus tax, Receipt Required)

$55	In-state (except as listed)
$60	Lafayette, Slidell
$65	Bossier City, Shreveport
$70	Baton Rouge, Lake Charles, Gretna, Kenner, Metairie (Sulphur will be considered a suburb of Lake Charles)
$90	New Orleans
$65	Out-of-State (except those listed)
$105	High cost (Atlanta, Baltimore, Cleveland, Dallas/Fort Worth, Denver, Detroit, Houston, Los Angeles, Miami, Nashville, Oakland, Ca., Philadelphia, Phoenix, Pittsburgh, Portland,Or., San Diego, St. Louis, Seattle, Tampa, Fl., Wilmington, De., all of Alaska or Hawaii)
$140	Boston, Chicago, San Francisco, Washington, D.C.
$165	New York City

The inclusion of suburbs shall be determined by the department head on a case-by-case basis.

F. Conference Lodging (Employees will be reimbursed lodging rate, plus tax, Receipt Required)

1. Travelers may be reimbursed expenses for conference hotel lodging per the following rates, if the reservations are made at the actual conference hotel. When reservations are not available at the conference hotel and multi-hotels are offered in conjunction with a conference, traveler shall seek prices and utilize the least expensive. In the event all conference hotels are unavailable, then the traveler is subject to making reservations within the hotel rates as allowed in Section E, above.

$65	In-state (except as listed))
$70	Bossier City, Shreveport
$75	Baton Rouge, Lake Charles, Gretna, Kenner, Metairie
$110	New Orleans, state sponsored conferences