$140 out-of-state and New Orleans for non-state sponsored conferences
$165 New York City

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

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

3. No reimbursements are allowed for functions not relating to a conference, i.e. tours, dances, golf tournaments, etc.

G. Extended Stays - For travel assignment involving duty for extended periods (31 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 reported on a per diem basis supported by lodging receipt. Care should be exercised to prevent allowing rates in excess of those required to meet the necessary authorized subsistence expenses. It is the responsibility of each agency head to authorize only such travel allowances as are justified by the circumstances affecting the travel.

S1506. Parking and Related Parking Expenses

1. Parking for the **Baton Rouge Airport** – the state's current contract rate is $3.50 per day (no receipts required) for parking in the outside, fenced parking lot at the airport. Documentation required to receive the contract price is either a parking coupon or a 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 $4.75 per day with a receipt.

2. Parking for the **New Orleans Airport** –the state's current contract rate is $6.00 per day and $36.00 weekly at **Park 'N Fly** (no receipts required). Documentation required to receive the contract price is your agency issued photo ID, a business card, state issued corporate card or a 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 $8.00 per day with a receipt.

4. Travelers using motor vehicles on official state business will be reimbursed for reasonable storage fees, for all other parking, including airport parking except as listed in #1 and #2 above, ferry fares, and road and bridge tolls. For each transaction over $5, a receipt is required.

5. Tips for valet parking not to exceed $1 per in and $1 per out, per day.

S1507. Reimbursement for Other Expenses

The following expenses incidental to travel may be reimbursed:

1. Communications Expenses :

a. For official state business – all costs (receipts required for over $3).

b. For domestic overnight travel - up to $3 in personal calls upon arrival at each destination and up to $3 for personal calls every second night after the first night if the travel extends several days.

c. For international travel – up to $10 in 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.

d. Internet access charges for official state business from hotels or other travel locations are treated the same as business telephone charges. A department may implement a stricter policy for reimbursement of internet charges.

2. Charges for storage and handling of state equipment.

3. Baggage Tips :

a. Hotel Allowances - Not to exceed $1 per bag for a maximum of three (3) bags. Tips may be paid one time upon each hotel check-in and one time upon each hotel check-out, if applicable.