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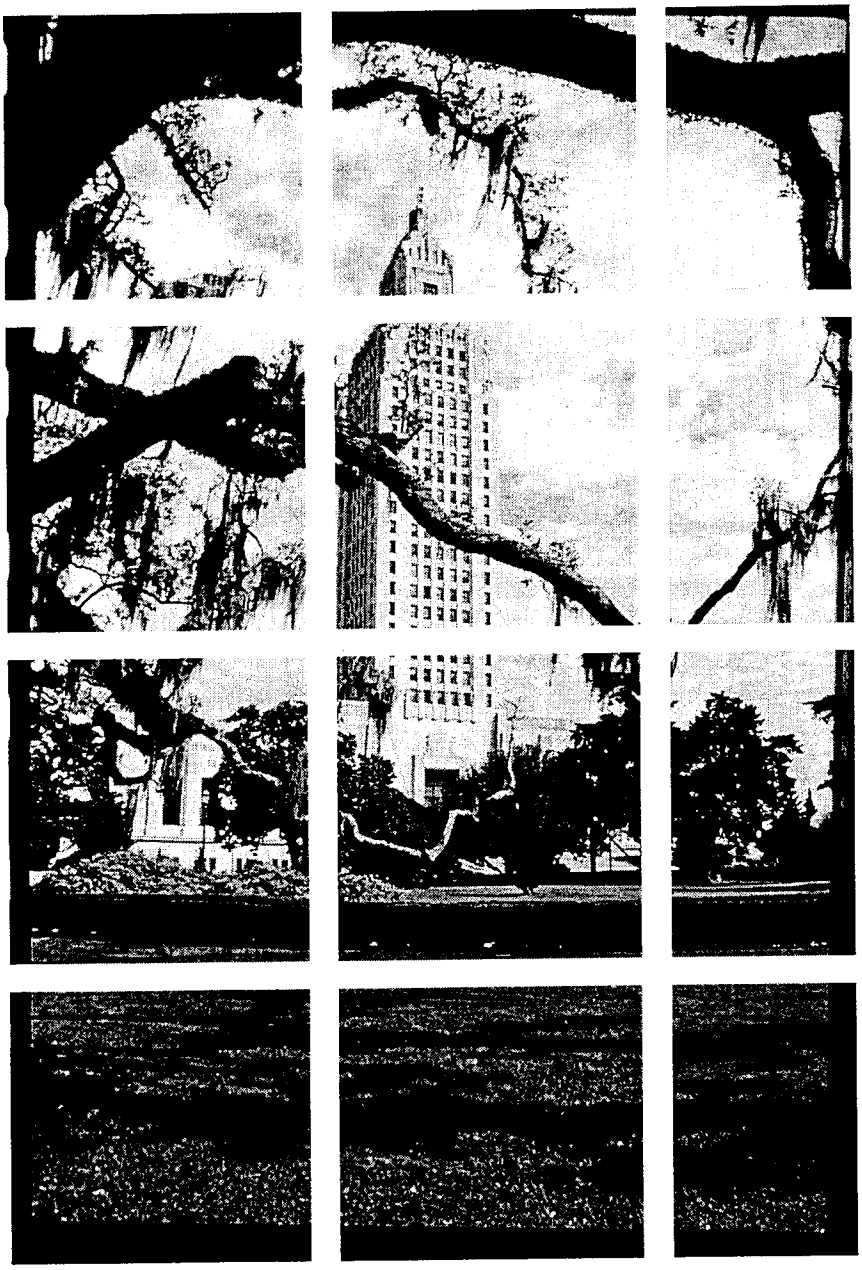

LOUISIANA STATE EMPLOYEE'S TRAVEL GUIDE

2005 – 2006

www.doa.Louisiana.gov/osp/travel

CONTRACTED TRAVEL AGENCIES

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INDEX

	Page #
Agency Hosted Conferences	17
Air Transportation	7 - 9
Airfares	22 - 28
Airfare Instructions	21
Authorization and Legal Basis	4
Chartered Aircraft	7-8
Contacts, Travel Office	1
Contacts, Travel Agency	**Inside Cover**
Corporate Card	12 -13
Cost-Effective Transportation	7
Definitions	4 - 5
General Specifications	5 - 7
Funds for Travel Expenses	6 - 7
Hotel Listing (In-State)	29 - 32
International Travel	17 - 18
Lodging and Meals	13 - 15
Meal Allowances	14 - 15
Methods of Transportation	7 - 12
Mileage Reimbursements	10 - 11
Motor Vehicle	9 - 12
Parking & Related Parking Expenses	16
Public Ground Transportation	12
Reimbursement Claims	7
Reimbursement for Other Expenses	16

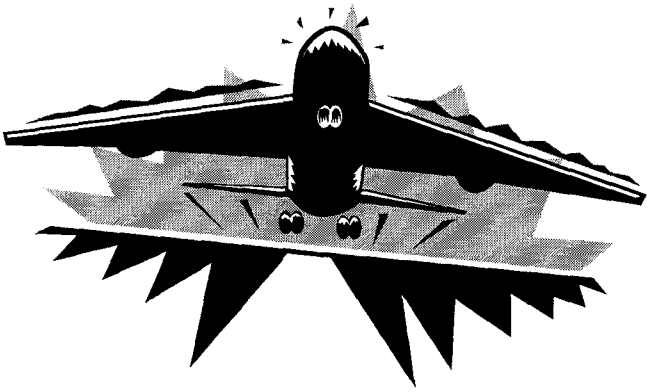
Revisions to PPM 49- Rev. for FY 2005/2006 ..... **2-3**

Special Meals ..... **16 - 17**

Telephone Expense **16**

Vehicle Rental Rate ..... **19 - 20**

Waivers **18**



GOAL: Improve client travel services, minimize travel cost through contract management, provide training and seminars, and ensure compliance with the travel policy.

TRAVEL OFFICE FAVORITE SLOGAN: ***HOW CAN WE HELP YOU!!!***

INTERNET ADDRESS: www.doa.Louisiana.Gov/osp/travel

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State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF STATE TRAVEL

KATHLEEN BABINEAUX BLANCO
GOVERNOR

JERRY LUKE LEBLANC
COMMISSIONER OF ADMINISTRATION

TO: ALL ELECTED OFFICIALS, DEPARTMENTS, AND PRESIDENTS OF COLLEGES AND UNIVERSITIES

FROM: JERRY LUKE LEBLANC
COMMISSIONER

DATE: JULY 1, 2005

RE: TRAVEL POLICIES AND PROCEDURES

I am pleased to present the new travel regulations for fiscal year 2005-2006. We have reviewed travel allowances from other southern States and the Federal per diems. Below is a summary of the key changes that have been made in the new travel policy.

Revisions to PPM49

*** Add Definitions:**

Controlled Billed Account (CBA) - credit account issued in an agency's name (no plastic card issued). These accounts are direct liabilities of the State and are paid by each agency. CBA accounts are controlled through an authorized approver(s) to provide a means to purchase airfare and registration. Each department head determines the extent of the account's use.

Corporate Travel Card - credit cards issued in an employee's name to be used for official business travel expenses. Corporate Travel Cards are individual liability cards, which must be paid in full each month by the cardholder. Charges to these accounts are never the liability of the State.

***Reimbursement for Lowest Logical, Penalty Tickets** - The policy regarding airfare penalties is the State will pay the penalty incurred for a change in plans or cancellation when the change or cancellation is required by the State or other unavoidable situations approved by the agency's department head.

***Mileage Allowance** - 36 cents per mile

***Allowance for Privately Owned Vehicles** - When the use of a privately owned vehicle has been approved by the department head for out-of-state travel for the traveler's convenience, the traveler will be reimbursed for in-route expenses on the basis of 36

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cents per mile only. The total cost of the mileage may not exceed the cost of travel by using the lesser of 1) State Contract airfares; or 2) lowest logical airfare obtained at least 14 days prior to the trip departure date.

***In-State Vehicle Rentals -** The State has contracted for In-State vehicle rentals which use is mandatory unless it is documented that the vendor does not have the appropriate size fleet in stock for the date of use.

***Out-of-State Vehicle Rental** - Clarified allowable rental insurance for International Travel.

***Section S1505 (New Section)** – Use and Liability of State issued travel credit cards/CBA accounts

* **Section 1506 -Meals and Lodging:** Meal and lodging rates have been designated as Tier I, II, III & IV. See this section for new meal and lodging allowances.

TQ3 Navigant has again been chosen to be the State's contracted travel agency. **PPM49 mandates that all commercial airfare tickets be purchased from Navigant**. This requirement is mandatory unless approval is granted from the State Travel Office.

While use of the contract travel agency is mandatory; **purchase of state contract airfares is not mandatory.** Contract airfares have significantly increased in cost. Travelers should evaluate their travel itinerary and make the most cost effective decision. Contract airfares will continue to be available for employees whose travel plans and dates continuously change. Under those circumstances and for travelers that are required to leave on short notice, contract airfares may still offer the best savings. However, if your business travel needs do not require changes and you are able to seek airfares with at least a 14-day advance notice, then lowest-logical airfares may offer the better savings. In general, the earlier a ticket is purchased the lower the airfare available.

Overall, travel is in a continuous change mode and unfortunately most of the times we are not in control of the changes.

Therefore, I am asking for each department and employees to give their complete support in complying with the state travel policy (PPM49).

Policy and Procedure Memorandum 49

S1501. Authorization and Legal Basis

A. In accordance with the authority vested in the commissioner of administration by Section 231 of Title 39 of the Revised Statutes of 1950 and in accordance with the provisions of the Administrative Procedure Act, R.S. 49:950-968 as amended, notice is hereby given of the revision of Policy and Procedures Memorandum No. 49, the state general travel regulations, effective **July 1, 2005.** These amendments are both technical and substantive in nature and are intended to clarify certain portions of the previous regulations or provide for more efficient administration of travel policies. These regulations apply to all state departments, boards and commissions created by the legislature or executive order and operating from funds appropriated, dedicated, or self-sustaining; federal funds; or funds generated from any other source.

B. Legal Basis--L.R.S. 39:231–"The commissioner, with the approval of the governor, shall prescribe rules defining the conditions under which each of various forms of transportation may be used by state officers and employees and used by them in the discharge of the duties of their respective offices and positions in the state service and he shall define the conditions under which allowances will be granted for all other classes of traveling expenses and the maximum amount allowable for expenses of each class."

S1502. DEFINITIONS

A. For the purposes of this PPM, the following words have the meaning indicated.

Authorized Persons

1. advisors, consultants, contractors and other persons who are called upon to contribute time and services to the state who are not otherwise required to be reimbursed through a contract for professional, personal, or consulting services in accordance with R.S. 39:1481 et.seq.

2. members of boards, commissions, and advisory councils required by federal or state legislation or regulation. Travel allowance levels for all such members and any staff shall be those authorized for state employees unless specific allowances are legislatively provided.

Conference/Convention - is herein defined as a meeting (other than routine) for a specific purpose and/or objective. Non-routine meetings can be defined as a seminar, conference, convention, or training. Documentation required is a formal agenda, or program, or Letter of Invitation, or registration fee. Participation as an exhibiting vendor in an exhibit /trade show also qualifies as a conference. (For a hotel to qualify for conference rate lodging, requires that the hotel is hosting or is in "conjunction with hosting" the meeting.)

Controlled Billed Account (CBA) – credit account issued in an agency's name (no plastic card issued). These accounts are direct liabilities of the State and are paid by each agency. CBA accounts are controlled through an authorized approver (s) to provide a means to purchase airfare and registration. Each department head determines the extent of the account's use.

Corporate Travel Card – credit cards issued in an employee's name to be used for official business travel expenses. Corporate Travel Cards are individual liability cards, which must be paid in full each month by the cardholder. Charges to these accounts are never the liability of the State.

Emergency Travel - under extraordinary circumstances where the best interests of the state require that travel be undertaken not in compliance with these regulations, approval after the fact by the commissioner of administration may be given if appropriate documentation is presented promptly. Each department shall establish internal procedures for authorizing travel in emergency situations.

Extended Stays - of any assignment made for a period of 31 or more consecutive days at a place other than the official domicile.

In-State Travel - all travel within the borders of Louisiana or travel through adjacent states between points within Louisiana when such is the most efficient route.

International Travel - all travel to destinations outside the 50 United States, District of Columbia, Puerto Rico and the Virgin Islands.

Official Domicile - every state officer, employee, and authorized person, except those on temporary assignment, shall be assigned an official domicile.

1. Except where fixed by law, official domicile of an officer or employee assigned to an office shall be, at a minimum, the city limits in which the office is located. The department head or his designee should determine the extent of any surrounding area to be included, such as parish or region. As a guideline, a radius of at least 30 miles is recommended. The official domicile of an authorized person shall be the city in which the person resides, except when the department head has designated another location (such as the person's workplace).

2. A traveler whose residence is other than the official domicile of his/her office shall not receive travel and subsistence while at his/her official domicile nor shall he/she receive reimbursement for travel to and from his/her residence.

3. The official domicile of a person located in the field shall be the city or town nearest to the area where the majority of work is performed, or such city, town, or area as may be designated by the department head, provided that in all cases such designation must be in the best interest of the agency and not for the convenience of the person.

Out-of-State Travel - travel to any of the other 49 states plus District of Columbia, Puerto Rico and the Virgin Islands.

Per Diem - **a** flat rate paid in lieu of travel reimbursement for people on extended stays.

Receipts/Document Requirements – Supporting documentation must be retained according to record retention laws. It shall be at the discretion of each agency to determine where the receipts/documents will be maintained.

State Employee - employees below the level of state officer

State Officer

1. state elected officials;

2. department head as defined by Title 36 of the Louisiana Revised Statutes (secretary, deputy secretary, under secretary, assistant secretary, and the equivalent positions in higher education and the office of elected officials).

Temporary Assignment - any assignment made for a period of less than 31 consecutive days at a place other than the official domicile.

Travel Period - a period of time between the time of departure and the time of return.

Travel Routes - the most direct and usually traveled route must be used by official state travelers.

Traveler - a state officer, state employee, or authorized person when performing authorized travel.

S1503. General Specifications

A. Department Policies

1. Department heads may establish travel regulations within their respective agencies, but such regulations shall not exceed the maximum limitations established by the commissioner of administration. Three copies of such regulations shall be submitted for prior review and approval by the commissioner of administration. One of the copies shall highlight any exceptions /deviations to PPM 49.

2. Department and agency heads will take whatever action necessary to minimize all travel to carry on the department mission.

3. Contracted Travel Services. **The state has contracted for travel agency services which use is mandatory for airfares unless exemptions have been granted by the Division of Administration prior to purchasing airfare tickets.** The State also encourages the use of the contracted travel agency to make reservations for hotel and vehicles accommodations, but hotel and vehicles are not a mandatory requirement.

4. When a state agency enters into a contract with an out-of-state public entity, the out-of-state public entity may have the authority to conduct any related travel in accordance with their published travel regulations.

5. Authorization to Travel

a. All travel must be authorized and approved in writing by the head of the department, board, or commission from whose funds the traveler is paid. A department head may delegate this authority in writing to one designated person. Additional persons within a department may be designated with approval from the commissioner of administration. A file shall be maintained on all approved travel authorizations.

b. An annual authorization for routine travel shall not cover travel between an employee's home and workplace, out-of-state travel, or travel to non-routine meetings such as conferences and conventions.

B. Funds for Travel Expenses

1. Persons traveling on official business will provide themselves with sufficient funds for all routine travel expenses that cannot be covered by the corporate travel card. Advances of funds for travel shall be made only for extraordinary travel and should be punctually repaid when submitting the Travel voucher covering the related travel, not later than the fifteenth day of the month following the completion of travel.

2. **Exemptions:** At the Agency's discretion, cash advances may be allowed for:

a. employees whose salary is less than $30,000/year.
b. employees who accompany and/or are responsible for students on group or client travel.
c. new employees who are infrequent travelers or have not had time to apply for and receive the card.
d. employees traveling for extended periods, defined as 31 or more consecutive days.
e. employees traveling to remote destinations in foreign countries, such as jungles of Peru or Bolivia.
f. advanced ticket / lodging purchase
g. registration for seminars, conferences, and conventions.
h. incidental costs not covered by the corporate travel card i.e. taxi fares, tolls, registration fees; conference fees may be submitted on a preliminary request for reimbursement when paid in advance.
i. any ticket booked by a traveler 30 days or more in advance and for which the traveler has been billed, may be reimbursed by the agency to the traveler on a preliminary expense reimbursement request. The traveler should submit the request with a copy of the bill or invoice. Passenger airfare receipts are required for reimbursement.
j. employees who infrequently travel or travelers that incur significant out-of-pocket cash expenditures.

3. Expenses Incurred on State Business. Traveling expenses of travelers shall be limited to those expenses necessarily incurred by them in the performance of a public purpose authorized by law to be performed by the agency and must be within the limitations prescribed herein.

4. **CBA (Controlled Billed Account) issued in an agency's name is to be used for travel expenses.** Other Credit Cards issued in the name of the state agency are not to be used for the purpose of securing transportation, lodging, meals, or telephone and telegraph service, unless

prior written permission has been obtained from the commissioner of administration.

5. **NO REIMBURSEMENT WHEN NO COST INCURRED BY TRAVELER.** This includes but is not limited to reimbursements for any lodging and/or meals furnished at a state institution or other state agency, or furnished by any other party at no cost to the traveler. In no case will a traveler be allowed mileage or transportation when he/she is gratuitously transported by another person.

C. Claims for Reimbursement

1. All claims for reimbursement for travel shall be submitted on state Form BA-12, unless exception has been granted by the commissioner of administration, 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. The purpose for extra and unusual travel must be stated in the space provided on the front of the form. In all cases the date and hour of departure from and return to domicile must be shown.

2. Except where the cost of air transportation, conference, or seminar is invoiced directly to the agency/department, all expenses incurred on any official trip shall be paid by the traveler and his travel voucher shall show all such expenses in detail to the end that the total cost of the trip shall be reflected by the travel voucher. If the cost of air transportation is paid directly by the agency/department, a notation will be indicated on the travel voucher indicating the date of travel, destination, amount, and the fact that it has been paid by the agency/department. The traveler's copy of the passenger receipt is required.

3. In all cases, and under any travel status, cost of meals and lodging shall be paid by the traveler and claimed on the travel voucher for reimbursement, and not charged to the state department, unless otherwise authorized by the Department Head.

4. Claims should be submitted within the month following the travel, but preferably held until a reimbursement of at least $10 is due. Department heads at their discretion may make the 30 day submittal mandatory on a department wide basis.

5. Any person who submits a claim pursuant to these regulations and who willfully makes and subscribes to any claim which he/she does not believe to be true and correct as to every material matter, or who willfully aids or assists in, or procures, counsels or advises the preparation or presentation of a claim, which is fraudulent or is false as to any material matter shall be guilty of official misconduct. Whoever shall receive an allowance or reimbursement by means of a false claim shall be subject to severe disciplinary action as well as being criminally and civilly liable within the provisions of state law.

6. Agencies are required to reimburse travel in an expeditious manner. In no case shall reimbursements require more than thirty (30) days to process from receipt of complete, proper travel documentation.

S1504. Methods of Transportation

A. Cost-effective transportation

The most cost-effective method of transportation that will accomplish the purpose of the travel shall be selected. Among the factors to be considered should be length of travel time, employee's salary, cost of operation of a vehicle, cost and availability of common carrier services, etc. Common carrier shall be used for out-of-state travel unless it is documented that utilization of another method of travel is more cost-efficient or practical and approved in accordance with these regulations

B. Air

1. **Private Owned or Charter Planes.** Before travel by privately-owned or by chartered aircraft is authorized for individual's travel by a department head, the traveler shall certify that: 1) at least one hour of working time will be saved by such travel; and 2) no other form of transportation, such as commercial air travel or a state plane, will serve this same purpose.

a. Chartering a privately owned aircraft must be in accordance with the Procurement Code.
b. Reimbursement for use of a chartered or un-chartered privately owned aircraft under the above guidelines will be made on the following basis:

i. at the rate of **36 cents per mile;** or

ii. at the lesser of state contract rate or coach economy airfare.

If there are extenuating circumstances requiring reimbursement for other than listed above, approval must be granted by the commissioner of administration.

c. When common carrier services are unavailable and time is at a premium, travel via state aircraft shall be investigated, and such investigation shall be documented and readily available in the department's travel reimbursement files. Optimum utilization will be the responsibility of the department head.

2. Commercial Airlines (Receipt Required) **All commercial airfare tickets must be purchased from the state contracted travel agency. This requirement is mandatory unless approval is granted from the State Travel Office.** (In the event a traveler seeks approval to go outside the travel agency, they shall submit their request through their agency travel program administrator, who will determine if the request is to be submitted to the Office of State Travel.) **While the use of the contract travel agency is mandatory, purchase of state contract airfares is not mandatory.**

When using the contracted travel agency, the traveler has choices for the type of airfare tickets to be purchased. Choices are:

State Contract Airfares:	/or/	Lowest Logical Airfares:
* Refundable.		* Non-refundable.
* Non-penalty.		* Penalty tickets – change fees.
* Last Seat Availability at the contract price.		* Restrictions – such as advance purchase or weekend stays.
* Use - State Employees on official state business.		* Prices increase as seats are sold.
		* Public fares.

a. The traveler should evaluate their travel itinerary and make the most cost-effective decision. Travelers should take into consideration factors to as whether travel dates could change, meetings could cancel, how much savings each type of ticket offers, etc. Travelers are to seek airfares allowing an ample amount of lead-time prior to departure date. The lead-time should be at least (14) fourteen days in advance of travel dates to ensure the lowest fares are available. Generally, the earlier a ticket is purchased, provides for lower airfares.

b. State contract airfare tickets are not available for personal, companion or spouse travel. This is a requirement of the airlines and our failure to monitor the use of these contract airfares could cause their cancellation. Therefore, persons booking tickets for non-official business using contract rates will be subject to disciplinary action as well as payment of the difference between contract airfare and full coach fares.

c. Commercial air travel will not be reimbursed in excess of state contract air rates when available, or coach/economy class rates when contract rates are not available (receipts required). The difference between contract or coach/economy class rates and first class or business class rates will be paid by the traveler. If space is not available in less than first or business class air accommodations in time to carry out the purpose of the travel, the traveler will secure a certification from the airline indicating this fact. The certification is required for travel reimbursement.

d. Where a stopover is required to qualify for a low-priced airfare, the state will pay additional lodging and meals expense subject to applicable limits where a net savings in total trip expenses results from use of the low-priced airfare. For determining whether there is a savings, the state contract airfare should be used for comparison, or coach/economy fare if there is no contract rate. If additional work time will be lost, then the cost of the traveler's time is to be used in the calculation. The comparison must be shown on the travel voucher.

e. The policy regarding airfare penalties is the state will pay the penalty incurred for a change in plans or cancellation when the change or cancellation is required by the State or other unavoidable situations approved by the agency's department head. Justification for the change or cancellation by the traveler's department head is required on the travel voucher.

f. When an international flight segment is more than 10 hours in duration, the state will allow the business class rate not to **exceed** 10% percent of the coach rate. The traveler's itinerary provided by the travel agency must document the flight segment as more than 10 hours and must be attached to the travel voucher.

g. A lost airline ticket is the responsibility of the person to whom the ticket was issued. The airline charge of searching and refunding lost tickets will be charged to the traveler. The difference between the prepaid amount and the amount refunded by the airlines must be paid by the employee.

h. If companion fares are purchased for a state employee and non-state employee, the reimbursement to the state employee will be the amount of the lowest logical fare.

i. Traveler is to use the lowest logical airfare/state contract whether the plane is a prop or a jet.

j. Employees may retain promotional items, including frequent flyer miles, earned on official state travel. However, if an employee makes travel arrangements that favor a preferred airline/supplier to receive promotional items/points and this circumvents purchasing the most economical means of travel, they are in violation of this travel policy. Costs for travel arrangements subject to this violation are non-reimbursable.

k. Matched Carriers are airlines that did not win an award for a certain city and will now offer the same discounted price that was awarded to the contract vendor. Matched carriers are not to be used unless there are two or more hours difference in the departure or arrival time. The State does not have a contract with the matched fare carriers; therefore, we do not have last seat availability and certain rules including cancellation penalties will apply to these fares. In order for the State to continue to receive State contracted airfares, it is necessary that the contract carrier be utilized when electing to use state contract rates, if available. When using the Contract Airfares there are no restrictions or penalties. Once the decision is made not to use the contract airfare you must use the lowest logical fare available.

l. When making airline reservations for a conference, let the travel agent know that certain airlines have been designated as the official carrier for the conference. In many instances, the conference registration form specifies that certain airlines have been designated as the official carrier offering discount rates, if available. If so, giving this information to our contracted agencies could result in them securing that rate for your travel.

C. Motor Vehicle

No vehicle may be operated in violation of state or local laws. No traveler may operate a vehicle without having in his/her possession a valid U.S. driver's license. Safety restraints shall be used by the driver and passengers of vehicles. All accidents, major and minor, shall be reported first to the local police department or appropriate law enforcement agency. An accident report form, available from the Office of Risk Management (ORM) of the Division of Administration, should be completed as soon as possible and returned to ORM, together with names and addresses of principals and witnesses. Any questions about this should be addressed to the Office of Risk

Management of the Division of Administration. These reports shall be in addition to reporting the accident to the Department of Public Safety as required by law.

1. State-Owned Vehicles

a. No person may be authorized to operate or travel in a fleet vehicle unless that person is a classified or unclassified employee of the state of Louisiana; any duly appointed member of a state board, commission, or advisory council; and any other person who has received specific approval from the Division of Administration to operate or travel in a fleet vehicle.

b. All purchases made on state gasoline credit cards must be signed for by the approved traveler making the purchase. The license number, the unit price, and quantity of the commodity purchased must be noted on the delivery ticket by the vendor. Items incidental to the operation of the vehicle may be purchased via state gasoline credit cards only when away from official domicile on travel status. In all instances where a credit card is used to purchase items or services which are incidental to the operation of a vehicle, a copy of the credit ticket along with a written explanation of the reason for the purchase will be attached to the monthly report mentioned in this subsection. State-owned credit cards will not be issued to travelers for use in the operation of privately owned vehicles.

c. Travelers in state-owned automobiles who purchase needed repairs and equipment while on travel status shall make use of all fleet discount allowances and state bulk purchasing contracts where applicable. Each agency/department shall familiarize itself with the existence of such allowances and/or contracts and location of vendors by contacting the Purchasing Office, Division of Administration.

d. The travel coordinator/officer/user of each state-owned automobile shall submit a monthly report to the department head, board, or commission indicating the number of miles traveled, odometer reading, credit card charges, dates, and places visited.

e. State-owned vehicles may be used for out-of-state travel only if permission of the department head has been given prior to departure. If a state-owned vehicle is to be used to travel to a destination more than 500 miles from its usual location, documentation that this is the most cost-effective means of travel should be readily available in the department's travel reimbursement files.

f. Unauthorized persons should not be transported in state vehicles. Approval of exceptions to this policy may be made by the traveler's supervisor if he determines that the best interest of the state will be served and if the passenger (or passenger's guardian) signs a statement acknowledging the fact that the state assumes no liability for any loss, injury, or death resulting from said travel.

2. Personally Owned Vehicles

a. When two or more persons travel in the same personally owned vehicle, only one charge will be allowed for the expense of the vehicle. The person claiming reimbursement shall report the names of the other passengers.

b. A mileage allowance shall be authorized for travelers approved to use personally-owned vehicles while conducting official state business. Mileage shall be reimbursable on the basis of **36 cents** per mile.

c. Mileage shall be computed by one of the following options:

1. On the basis of odometer readings from point of origin to point of return.

2. 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 mileage and attach it with their travel expense form.

d. An employee shall never receive any benefit from not living in his / her official domicile. In computing reimbursable mileage to an authorized travel destination from an employee's residence outside the official domicile, the employee is always to claim the lesser of the miles from their official domicile or from their residence. If an employee is leaving on a non-work day or leaving significantly before or after work hours, the department head may determine to pay the

actual mileage from the employee's residence.

e. The department head or his designee may approve an authorization for routine travel for an employee who must travel in the course of performing his/her duties; this may include domicile travel if such is a regular and necessary part of the employee's duties, but not for attendance at infrequent or irregular meetings, etc. Within the city limits where his/her office is located, the employee may be reimbursed for mileage only.

f. Reimbursements will be allowed on the basis of **36 cents** per mile to travel between a common carrier/terminal and the employee's point of departure, i.e. home, office, etc., whichever is appropriate and in the best interest of the state.

g. When the use of a privately-owned vehicle has been approved by the department head for out-of-state travel for the traveler's convenience, the traveler will be reimbursed for in-route expenses on the basis of **36 cents per mile only**. The total cost of the mileage may not exceed the cost of travel by using the lesser of 1) State Contract airfare or 2) lowest logical airfare obtained at least 14 days prior to the trip departure date. The traveler is personally responsible for any other expenses in-route to and from destination which is inclusive of meals and lodging. If a traveler, at the request of the department, is asked to take their personally owned vehicle out-of-state for a purpose that will benefit the agency, then the department head may on a case-by-case basis determine to pay a traveler for all / part of in-route travel expenses. File should be justified accordingly.

h. 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.

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

3. Rented Motor Vehicles (Receipts Required)

a. **In-State Vehicle Rental.** The State has contracted for In-State vehicle rentals which use is mandatory unless it is documented that the vendor does not have the appropriate size fleet in stock for the date of use.

b. **Out-of-State Vehicle Rental.** For vehicle rentals outside of Louisiana, the State does not provide contracts. However, the State has received price offers that will be available from multiple vehicle rental companies listed in the Louisiana Travel Guide. When a traveler is approved to rent a vehicle for out-of-state use, they may select a vendor listed in the guide or seek a lower fare.

c. **Approvals.** 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.

d. **Vehicle Rental Size**. Only the cost 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. When a larger vehicle is an option as stated in 1) or 2) above, the upgraded vehicle shall be the next smallest size necessary to accommodate the number of persons traveling.

e. **Personal Rental Days.** Any personal rental days on a vehicle rented for official state business is not reimbursable and shall be deducted.

f. **Gasoline (Receipts Required).** The State's preference is to purchase gasoline at reasonable cost from a local gasoline station prior to returning the rental. Pre-paid Fuel Options are

only to be allowed when the traveler can document that the pre-purchased amount was necessary and that the amount charged by the rental company is reasonable in relation to local gasoline cost.

g. **Insurance for Vehicle Rentals Within the 50 United States**: Insurance billed by car rental companies (i.e. CDW and LDW) is not reimbursable for travel within the 50 United States. Insurance coverage for rental vehicles is provided by the Office of Risk Management. Should a collision occur while on official state business, the accident should be reported to the Office of Risk Management, as soon as possible.

h. **Insurance for Vehicles Rentals Outside the 50 United States (Receipts Required)** The Office of Risk Management (ORM) recommends that the appropriate insurance (liability and physical damage) provided through the car rental company be purchased when the traveler is renting a vehicle **outside** the 50 United States. With the approval of the department head required insurance costs may be reimbursed for travel outside the 50 United States only.

1. The following are insurance packages available by rental vehicle companies which are reimbursable:

a.) Collision Damage Waiver (CDW) – should a collision occur while on official state business, the cost of the deductible should be paid by the traveler and a reimbursement claimed on a travel expense voucher. The accident should also be reported to the Office of Risk Management.

b.) Loss Damage Waiver (LDW)

c.) Auto tow Protection (ATP) *approval of Department Head

d.) Supplementary Liability Insurance (SLI) * if required by the rental company.

e.) Theft and/or Super Theft Protection (coverage of contents lost during a theft or fire), *if required by the car rental company

f.) Vehicle coverage for attempted theft or partial damage due to fire, *if required by the car rental company

2. The following are some of the insurance packages available by rental vehicle companies that **are not reimbursable**:

a.) Personal Accident Insurance (PAC)

b.) Emergency Sickness Protection (ESP)

D. Public Ground Transportation

The cost of public ground transportation such as buses, subways, airport limousines, and taxis are 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 State Issued Travel Credit Cards / CBA Accounts

A. **Use.** The State Travel Office contracts for an official state corporate travel card to form one source of payment for travel. If a supervisor recommends an employee be issued a state travel card, the employee should complete an application through their agency travel program administrator.

1. An employee's corporate travel card or agency CBA (Controlled Billed Accounts) **must be used to purchase contract airfare. This is a mandatory requirement by the airlines in order to continue to receive discounted, non-penalty state contract airline tickets.**

2. An employee's corporate travel card may also be used to purchase lowest logical airfare tickets and other travel related expenses such as food and lodging, but it is not mandatory.

3. The employee's corporate travel card is for **official state travel business purposes only**. Personal use on the state travel card may result in disciplinary action.

B. Liability

1. The corporate travel card is the liability of the employee and not the State. **Each monthly statement balance is due in full to the card-issuing bank.** Travel card accounts that become delinquent are subject to being suspended or revoked. Those accounts will not be reinstated until such time the bank determines that employee to be credit-worthy. The State will have no tolerance to assist those employees that abuse their travel card privileges. Employees with delinquent payment may have their travel privileges revoked and/or subject to other disciplinary action.

2. The Department/Agency is responsible for cancellation of Corporate Travel Cards for those employees terminating/retiring state service.

3. The Department/Agency's Travel Program Administrator is responsible for completing a Maintenance Form to transfer an employee from one state agency to another. The employee may keep the same account number, but the agency change must be reported to the bank.

S1506 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. Extended Stays – For travel assignments approved by the Commission of Administration 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.

3. 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 no overnight stay is required, no meals are eligible for reimbursement. Each Department Head or their designees are to determine the reasonableness of when an over night 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 their 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 $22.00.

a. **Breakfast & Lunch:** ($15.00) The 12 hours travel duration must begin at or before 6a.m.
b. **Lunch:** ($9.00) Requires 12 hours duration in travel status.
c. **Lunch & Dinner:** ($22.00) The 12 hour travel duration must end at or after 8 p.m.

4. **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 or extends beyond 9 a.m. on the last day of travel, or for any intervening days.
   b. **Lunch:** When travel begins at/or before 10 a.m. on the first day of travel or extends beyond 2 p.m. on the last day of travel, or for any intervening days.
   c. **Dinner:** When travel begins at/or before 4 p.m. on the first day of travel or extends beyond 8 p.m. on the last day of travel, or for any intervening days.

5. **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. Meals and Lodging Allowances

1. **Meal Allowance - Includes Tax and Tips**. 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 on actual exceed these allowances, receipts are required.

2. **Routine Lodging Allowance – Employees will be reimbursed lodging rate, plus tax and any mandatory surcharge. Receipts are required**. For lodging rates only, 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 approval must be provided to allow lodging expenses to be direct billed to an agency.

3. **Conference Lodging Allowance - Employees will be reimbursed lodging rate, plus tax and any mandatory surcharge. Receipts are required** 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 Routine Lodging.

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

Tier I

Breakfast	**$6**
Lunch	**$9**
Dinner	**$13**
	$28

LODGING:	**Routine Lodging**	**Conference Lodging**
In-State cities (except as listed)	**$60**	**$70**
Baton Rouge	**$70**	**$80**
Lafayette	**$60**	**$70**
Slidell	**$60**	**$70**
Shreveport, Bossier City	**$65**	**$75**
Lake Charles, Sulphur	**$70**	**$75**
Gretna, Kenner, Metairie	**$70**	**$80**

Tier II

Breakfast	**$6**
Lunch	**$10**
Dinner	**$15**
	$31

LODGING:	**Routine Lodging**	**Conference Lodging**
New Orleans	**$100**	**$120 State Sponsored** **$140Non-State Sponsored**
Out of State (except cities listed in Tiers III & IV)	**$65**	**$140**

Tier III

Breakfast	**$8**
Lunch	**$11**
Dinner	**$19**
	$38

LODGING:	**Routine Lodging**	**Conference Lodging**
Atlanta, Cleveland, Dallas/Fort Worth, Denver, Detroit, Hartford, Houston, Los Angeles, Miami, Minneapolis/St. Paul, Nashville, Oakland, Ca., Orlando, Philadelphia, Phoenix, Pittsburgh, Portland, Me, Portland, Or., San Antonio, San Diego, St. Louis, Tampa, Fl., Wilmington, De., all of Alaska or Hawaii, Puerto Rico, Virgin Islands, American Samoa, Guam	**$105**	**$140**

Tier IV

Breakfast	**$9**
Lunch	**$12**
Dinner	**$22**
	$43

LODGING:	**Routine Lodging**	**Conference Lodging**
Baltimore, Boston, San Francisco, Seattle	**$155**	**$155**
Chicago, New York City, Washington DC	**$180**	**$180**
International Cities	**$180**	**$180**

S1507 Parking and Related Parking Expenses

A. Parking at 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 $5.00 per day with a receipt.

B. Parking at the **New Orleans Airport** –the state's current contract rate is $5.50 per day and $32.50 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.

C. 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.

D. Tips for valet parking not to exceed, $2 per day.

S1508. Reimbursement for Other Expenses

The following expenses incidental to travel may be reimbursed:

A. Communications Expenses :

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

2. 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.

3. 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.

4. 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.

B. Charges for storage and handling of state equipment.

C. Baggage Tips :

1. 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 checkout, if applicable.

2. Airport Allowances - Not to exceed $1 per bag for a maximum of three (3) bags. Tips may be paid one time for the airport outbound departure trip and one time for the inbound departure trip.

D. Registration fees at conferences (meals that are a designated integral part of the conference may be reimbursed on an actual expense basis with prior approval by the department head).

E. Laundry services - employees on travel for more than seven days up to 14 days are eligible for $20 of laundry services, and for more than 14 days up to 21 days an additional $20 of laundry services, and so on. Receipts are required for reimbursement.

S1509. Special Meals

A. Reimbursement designed for those occasions when, as a matter of extraordinary courtesy or necessity, it is appropriate and in the best interest of the state to use public funds for provision of a meal to a person who is not otherwise eligible for such reimbursement and where reimbursement is not available from another source.

1. Visiting dignitaries or executive-level persons from other governmental units, and persons providing identified gratuity services to the state. This explicitly does not include normal visits, meetings, reviews, etc, by federal or local representatives.

2. Extraordinary situations are when state employees are required by their supervisor

to work more than a twelve-hour weekday or six-hour weekend (when such are not normal working hours to meet crucial deadlines or to handle emergencies).

B. All special meals must have prior approval from the commissioner of administration in order to be reimbursed, unless specific authority for approval has been delegated to a department head for a period not to exceed one fiscal year with the exception in C, as follows.

C. A department head may authorize a special meal within allowable rates listed under Meals – Tier 1, to be served in conjunction with a working meeting of departmental staff.

D. In such cases, the department will report on a semi-annual basis to the commissioner of administration all special meal reimbursements made during the previous six months. These reports must include, for each special meal, the name and title of the person receiving reimbursement, the name and title of each recipient, the cost of each meal and an explanation as to why the meal was in the best interest of the state. Renewal of such delegation will depend upon a review of all special meals authorized and paid during the period. Request to the commissioner for special meal authorization must include, under signature of the department head:

1. name and position/title of the state officer or employee requesting authority to incur expenses and assuming responsibility for such;
2. clear justification of the necessity and appropriateness of the request.
3. names, official titles or affiliations of all persons for whom reimbursement of meal expenses is being requested;
4. statement that allowances for meal reimbursement according to these regulations will be followed unless specific approval is received from the commissioner of administration to exceed this reimbursement limitation.

All of the following must be reviewed and approved by the department head or their designee prior to reimbursement:

i detailed breakdown of all expenses incurred, with appropriate receipts(s);
ii subtraction of cost of any alcoholic beverages.
iii copy of prior written approval from the commissioner of administration.

S1510. Agency Hosted Conferences:

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

B. Conference Lunch Allowance: Lunch direct billed to an agency in conjunction with an in-state sponsored conference is to be within the following rates **plus mandated gratuity.**

Lunch In-State excluding New Orleans	**$12**
Lunch – New Orleans	**$15**

C. Conference Refreshment Allowance: Cost for break allowances for meeting, conference or convention are to be within the following rates:

1. **Catering -Served on properties where catering is not required**: not to exceed **$2.00** per person, per morning and/or afternoon sessions.
2. **Catering -Served on properties that require catered services**: not to exceed **$3.50 mandated gratuity per person,** per morning and/or afternoon sessions.

S1511. INTERNATIONAL TRAVEL

A. All international travel must be approved by the commissioner of administration prior to departure, unless specific authority for approval has been delegated to a department head. Requests for approval must be accompanied by a detailed account of expected expenditures (such as room rate/date, meals, local transportation, etc.), and an assessment of the adequacy of this source to meet such expenditures without curtailing subsequent travel plans.

B. International travelers will be reimbursed the Tier IV area rates for meals and lodging, unless U.S. State Department rates are requested and authorized by the commissioner of administration prior to departure. Receipts are required for reimbursement of meals and lodging claimed at the U.S. State Department rates.

S1512. WAIVERS

The commissioner of administration may waive in writing any provision in these regulations when the best interest of the state will be served.

IN-STATE VEHICLE RENTALS - (RECEIPTS REQUIRED)

The State has contracted for In-State vehicle rentals which use is mandatory unless it is documented that the vendor does not have the appropriate size fleet in stock for date of use.

ENTERPRISE		
	DAY	WEEKLY
COMPACT	$28	$154
INTERMEDIATE	$31	$169
FULL SIZE	$35	$192
PREMIUM	$40	$240
LUXURY	$55	$299
7/8 PASS VAN	$47	$259
15 PASS VAN	$79	$435

NATIONAL ACCOUNT NUMBER: **NA1403**

No Surcharges Added

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

Local Account Manager: Joey Rosenfeld
225-295-3474 x 230 – office
445-7250 – cell phone – Baton Rouge Only
866-793-6296 – cell phone
225-295-3059 - fax

OUT-OF-STATE VEHICLE RENTALS - (RECEIPTS REQUIRED)

	ALAMO		AVIS		BUDGET		DOLLAR	
	DAY	WEEKLY	DAY	WEEKLY	DAY	WEEKLY	DAY	WEEKLY
COMPACT	$40.50	$243	$43	$301	$40	$240	$37	$185
INTERMEDIATE	$43.50	$261	$45	$315	$41	$246	$39	$195
			2 dr/4 dr	2dr/4 dr	2 dr/4 dr	2 dr/4 dr		
FULL SIZE	$45.50	$273	$47/$49	$329/$343	$42/$43	$252/$258	$41	$205
PREMIUM	$55.50	$333	$59	$413	$59	$354	$47	$235
7/8 PASS VAN	$60.50	$363	$64	$448	$59	$354	$47	
15 PASS VAN	N/A		N/A		N/A		5% OFF DAILY RATE	

	ENTERPRISE		HERTZ/OFF-SITE		HERTZ/AIRPORT		NATIONAL		THRIFTY	
	DAY	WEEKLY	DAY	WEEKLY	DAY	WEEKLY	DAY	WEEKLY	DAY	WEEKLY
COMPACT	$37	$210	$37	$259	$47	$329	$42.50	$255	$35	$210
INTERMEDIATE	$40	$225	$39	$273	$49	$343	$45.50	$273	$37	$222
FULL SIZE	$45	$255	$41	$287	$52	$364	$47.50	$285	$39	$234
PREMIUM	$48	$270	$43	$301	N/A		$57.50	$345	10%	
7/8 PASS VAN	$60	$340	N/A		N/A		$62.50	$375	10%	
15 PASS VAN	N/A		N/A		N/A		20%	20%	10%	

1. **A valid drivers license and a major credit card are required to rent a car.**
2. **Surcharges may apply for certain cities and airports.**
3. **Rates require that the car be returned with a full tank of gas.**
4. **Taxes are applicable and are to be paid in addition to rates.**
5. **One day rentals on a Monday, Tuesday, or Wednesday may require additional surcharges.**
6. **Some car companies charge for additional drivers.**

Corporate Discount #'s

Alamo - 54513

Avis - A628000

Budget - T243800

Dollar - LA1005

Enterprise - NA1403

Hertz - 70592

National - 5004172

Thrifty - 0010176533

1. AIRFARE INSTRUCTIONS:
USE OF THE STATE CONTRACTED TRAVEL AGENCY - NAVIGANT IS MANDATORY FOR ALL AIRFARES!!

NOTE: HOWEVER, WHEN USING NAVIGANT - YOU HAVE CHOICES.

- **You may choose to purchase Lowest Logical Airfares:**

***Airfares are not refundable *Penalty fees (between $50 - $100) for ticket changes**
***Require restrictions such as advance purchase or travel on certain days.**
***Payment for Lowest Logical Tickets may be made with a state or personal credit card**

- **You may choose to purchase State Contract Airfares:**

*** Airfares are totally refundable *No travel restrictions *Offer last seat availability**
*** Require payment with a state issued travel credit card or Agency CBA account**

In all probability, the lowest logical airfares will be the most cost effective for your agency. While use of the contract travel agency is mandatory; purchase of state contract airfares is not mandatory. Contract airfares have significantly increased in cost. Travelers should evaluate their travel itinerary and make the most cost effective decision. Contract airfares will continue to be available for employees whose travel plans and dates continuously change. Under those circumstances and for travelers that are required to leave on short notice, contract airfares may still offer the best savings. However, if your business travel needs do not require changes and you are able to seek airfares with at least a 14-day advance notice, then lowest-logical airfares may offer the better savings. In general, the earlier a ticket is purchased the lower the airfare available.

2. THE TRANSACTION FEE FOR FISCAL YEAR 2005/2006 WILL BE $22.00, WHICH IS NOT REFUNDABLE.

3. REMEMBER: A ticket is not purchased until you confirm your reservation with a credit card! Until payment is confirmed with our travel agency, there will not be an electronic ticket issued at the airport.

Many travelers contact the travel agency to inquire about travel arrangements. If you select specific flights and dates (an itinerary) and ask the travel agent to hold that itinerary, a ticket is still not purchased. You must give specific instructions to purchase the ticket and receive a receipt which contains a ticket number to confirm that a ticket has been issued in your name.

If you purchase a non-refundable ticket, the travel agency will fax a copy of the itinerary for the traveler's review and signature of agreement before issuing a ticket.

IF YOUR TRAVEL AGENT DOES NOT OFFER YOU BOTH STATE CONTRACT RATE AND THE LOWEST LOGICAL RATES---------- ASK!

We bid our airfares with two tier pricing. "Unrestricted" which is last seat availability, and "Limited Capacity" which is restricted to a limited number of seats at a lower price. Your travel agent will advise you as to which fare is available for your flight.

STATE OF LOUISIANA CONTRACT AIRFARES

EFFECTIVE: JULY 1, 2005

FY 2005 - 2006

LOUISIANA CITY PAIRS	Airport City Codes	Airline	Unrestricted R/T Contract Airfare	Limited Capacity R/T Contract Airfare
BATON ROUGE/ALBUQUERQUE,NM	BTR/ABQ	AA	$480	$280
BATON ROUGE/ANCHORAGE, AK	BTR/ANC	AA	$1,382	$1,242
BATON ROUGE/AUSTIN,TX	BTR/AUS	AA	$280	$240
BATON ROUGE/BOSTON, MA	BTR/BOS	AA	$320	$260
BATON ROUGE/BUFFALO/NIAGARA FALLS, NY	BTR/BUF	AA	$460	$440
BATON ROUGE/CHICAGO,IL - O'HARE	BTR/ORD	AA	$576	$376
BATON ROUGE/CINCINNATI, OH	BTR/CVG	AA	$500	$300
BATON ROUGE/CLEVELAND,OH	BTR/CLE	AA	$598	$398
BATON ROUGE/COLLEGE STATION, TX	BTR/CLL	AA	$316	$256
BATON ROUGE/COLORADO SPGS,CO	BTR/COS	AA	$448	$408
BATON ROUGE/COLUMBUS,OH	BTR/CMH	AA	$400	$320
BATON ROUGE/CORPUS CHRISTI,TX	BTR/CRP	AA	$406	$206
BATON ROUGE/DALLAS,TX	BTR/DFW	AA	$380	$250
BATON ROUGE/DENVER,CO	BTR/DEN	AA	$448	$408
BATON ROUGE/DETROIT, MI	BTR/DTW	AA	$536	$336
BATON ROUGE/DES MOINES,IA	BTR/DSM	AA	$374	$334
BATON ROUGE/EL PASO,TX	BTR/ELP	AA	$378	$298
BATON ROUGE/EUGENE, OR	BTR/EUG	AA	$580	$420
BATON ROUGE/FAYETTEVILLE,AR	BTR/FYV	AA	$400	$270
BATON ROUGE/FORT SMITH, AR	BTR/FSM	AA	$400	$0
BATON ROUGE/FORT WAYNE,IN	BTR/FWA	AA	$410	$330
BATON ROUGE/FRESNO, CA	BTR/FAT	AA	$590	$520
BATON ROUGE/GREENSBORO/HIGH POINT/	BTR/GSO	AA	$412	$352
WINSTON SALEM, NC				
BATON ROUGE/GREENVILLE, S.C.	BTR/GSP	AA	$460	$410
BATON ROUGE/HARTFORD,CT	BTR/BDL	AA	$460	$410
BATON ROUGE/HONOLULU	BTR/HNL	AA	$1,124	$1,060
BATON ROUGE/INDIANAPOLIS,IN	BTR/IND	AA	$478	$258
BATON ROUGE/KANSAS CITY,MO	BTR/MCI	AA	$420	$240
BATON ROUGE/LAS VEGAS,NV	BTR/LAS	AA	$524	$324
BATON ROUGE/LOS ANGELES,CA	BTR/LAX	AA	$490	$396
BATON ROUGE/LUBBOCK,TX	BTR/LBB	AA	$478	$278
BATON ROUGE/MADISON,WI	BTR/MSN	AA	$490	$370
BATON ROUGE/MILWAUKEE,WI	BTR/MKE	AA	$524	$324
BATON ROUGE/MINNEAPOLIS/ST. PAUL, MN	BTR/MSP	AA	$560	$360
BATON ROUGE/NEWARK,NJ	BTR/EWR	AA	$576	$376
BATON ROUGE/NEW YORK LAGUARDIA	BTR/LGA	AA	$576	$376
BATON ROUGE/NEW YORK JOHN F. KENNEDY	BTR/JFK	AA	$576	$376
BATON ROUGE/OAKLAND,CA	BTR/OAK	AA	$662	$462
BATON ROUGE/OMAHA,NE	BTR/OMA	AA	$560	$360
BATON ROUGE/ONTARIO,CA	BTR/ONT	AA	$716	$516
BATON ROUGE/OKLA.CITY,OK	BTR/OKC	AA	$372	$252

STATE OF LOUISIANA CONTRACT AIRFARES

EFFECTIVE: JULY 1, 2005

FY 2005 - 2006

LOUISIANA CITY PAIRS	Airport City Codes	Airline	Unrestricted R/T Contract Airfare	Limited Capacity R/T Contract Airfare
BATON ROUGE/ORANGE COUNTY,CA	BTR/SNA	AA	$730	$530
BATON ROUGE/PALM SPRINGS,CA	BTR/PSP	AA	$730	$530
BATON ROUGE/PHILADELPHIA/WILMINGTON, DE	BTR/PHL	AA	$384	$350
BATON ROUGE/PHOENIX,AZ	BTR/PHX	AA	$570	$370
BATON ROUGE/PITTSBURGH,PA	BTR/PIT	AA	$384	$324
BATON ROUGE/PORTLAND,OR	BTR/PDX	AA	$760	$560
BATON ROUGE/PROVIDENCE,RI	BTR/PVD	AA	$458	$380
BATON ROUGE/RENO,NV	BTR/RNO	AA	$760	$560
BATON ROUGE/ROCHESTER,NY	BTR/ROC	AA	$460	$394
BATON ROUGE/SACRAMENTO,CA	BTR/SMF	AA	$686	$486
BATON ROUGE/SAN ANGELO, TX	BTR/SJT	AA	$672	$472
BATON ROUGE/ST. LOUIS,MO	BTR/STL	AA	$492	$280
BATON ROUGE/SALT LAKE CITY,UT	BTR/SLC	AA	$688	$444
BATON ROUGE/SAN ANTONIO,TX	BTR/SAT	AA	$256	$196
BATON ROUGE/SAN JUAN, PUERTO RICO	BTR/SJU	AA	$850	$700
BATON ROUGE/SAN DIEGO,CA	BTR/SAN	AA	$656	$400
BATON ROUGE/SAN FRANCISCO,CA	BTR/SFO	AA	$662	$400
BATON ROUGE/SAN JOSE,CA	BTR/SJC	AA	$662	$400
BATON ROUGE/SEATTLE/TACOMA,WA	BTR/SEA	AA	$662	$400
BATON ROUGE/SPRINGFIELD, MO	BTR/SGF	AA	$800	$480
BATON ROUGE/TRAVERSE CITY, MI	BTR/TVC	AA	$660	$460
BATON ROUGE/TUCSON,AZ	BTR/TUC	AA	$630	$430
BATON ROUGE/TULSA,OK	BTR/TUL	AA	$422	$222
BATON ROUGE/WACO, TX	BTR/ACT	AA	$660	$460
BATON ROUGE/WASHINGTON DC REAGAN	BTR/DCA	AA	$500	$300
BATON ROUGE/WASHINGTON DC DULLES	BTR/IAD	AA	$500	$300
BATON ROUGE/WICHITA,KS	BTR/ICT	AA	$456	$256
NEW ORLEANS/ALBUQUERQUE,NM	MSY/ABQ	AA	$250	$230
NEW ORLEANS/ALBANY, NY	MSY/ALB	AA	$490	$440
NEW ORLEANS/AUSTIN,TX	MSY/AUS	AA	$256	$220
NEW ORLEANS/BALTIMORE, MD	MSY/BWI	UA	$290	$270
NEW ORLEANS/BOSTON,MA	MSY/BOS	AA	$460	$260
NEW ORLEANS/BUFFALO/NIAGARA FALLS, NY	MSY/BUF	AA	$680	$460
NEW ORLEANS/CEDAR RAPIDS, IA	MSY/CID	AA	$600	$410
NEW ORLEANS/CHARLOTTE,NC	MSY/CLT	AA	$600	$440
NEW ORLEANS/CHICAGO,IL - MIDWAY	MSY/MDW	AA	$550	$350
NEW ORLEANS/CHICAGO,IL - O'HARE	MSY/ORD	UA	$370	$350
NEW ORLEANS/COLORADO SPGS,CO	MSY/COS	AA	$454	$248
NEW ORLEANS/CORPUS CHRISTI,TX	MSY/CRP	AA	$270	$190
NEW ORLEANS/DALLAS,TX	MSY/DFW	AA	$270	$150
NEW ORLEANS/DENVER,CO	MSY/DEN	UA	$490	$470

STATE OF LOUISIANA CONTRACT AIRFARES

EFFECTIVE: JULY 1, 2005

FY 2005 - 2006

LOUISIANA CITY PAIRS	Airport City Codes	Airline	Unrestricted R/T Contract Airfare	Limited Capacity R/T Contract Airfare
NEW ORLEANS/DES MOINES,IA	MSY/DSM	AA	$458	$258
NEW ORLEANS/DETROIT,MI	MSY/DTW	AA	$470	$220
NEW ORLEANS/EL PASO,TX	MSY/ELP	AA	$400	$200
NEW ORLEANS/EUGENE, OR	MSY/EUG	AA	$800	$600
NEW ORLEANS/FAYETTEVILLE,AR	MSY/FYV	AA	$310	$210
NEW ORLEANS/FORT SMITH,AR	MSY/FSM	AA	$328	$248
NEW ORLEANS/FORT WAYNE,IN	MSY/FWA	AA	$368	$248
NEW ORLEANS/FRESNO, CA	MSY/FAT	AA	$738	$538
NEW ORLEANS/HARTFORD,CT	MSY/BDL	AA	$460	$260
NEW ORLEANS/HONOLULU	MSY/HNL	AA	$1,000	$0
NEW ORLEANS/INDIANAPOLIS,IN	MSY/IND	AA	$430	$230
NEW ORLEANS/KANSAS CITY,MO	MSY/MCI	AA	$412	$212
NEW ORLEANS/LAS VEGAS,NV	MSY/LAS	UA	$288	$268
NEW ORLEANS/LOS ANGELES,CA	MSY/LAX	UA	$370	$350
NEW ORLEANS/LUBBOCK,TX	MSY/LBB	AA	$334	$254
NEW ORLEANS/MADISON,WI	MSY/MSN	AA	$450	$250
NEW ORLEANS/MIAMI,FL	MSY/MIA	AA	$600	$400
NEW ORLEANS/MILWAUKEE,WI	MSY/MKE	AA	$400	$200
NEW ORLEANS/MINNEAPOLIS/ST PAUL, MN	MSY/MSP	AA	$430	$230
NEW ORLEANS/MONTEREY, CA	MSY/MRY	AA	$678	$458
NEW ORLEANS/NEWARK,NJ	MSY/EWR	AA	$440	$240
NEW ORLEANS/NEW YORK LAGUARDIA	MSY/LGA	AA	$418	$218
NEW ORLEANS/NEW YORK JOHN F. KENNEDY	MSY/JFK	AA	$418	$218
NEW ORLEANS/NORFOLK,VA	MSY/ORF	AA	$490	$270
NEW ORLEANS/OAKLAND,CA	MSY/OAK	AA	$760	$560
NEW ORLEANS/OKLAHOMA CITY,OK	MSY/OKC	AA	$420	$220
NEW ORLEANS/OMAHA, NE	MSY/OMA	AA	$500	$300
NEW ORLEANS/ONTARIO,CA	MSY/ONT	AA	$548	$348
NEW ORLEANS/ORANGE COUNTY,CA	MSY/SNA	AA	$548	$348
NEW ORLEANS/PALM SPRINGS,CA	MSY/PSP	AA	$548	$348
NEW ORLEANS/PHOENIX, AZ	MSY/PHX	AA	$540	$280
NEW ORLEANS/PORTLAND,OR	MSY/PDX	AA	$590	$380
NEW ORLEANS/PROVIDENCE,RI	MSY/PVD	AA	$530	$330
NEW ORLEANS/RENO,NV	MSY/RNO	AA	$542	$342
NEW ORLEANS/ROCHESTER,NY	MSY/ROC	AA	$470	$270
NEW ORLEANS/ST. LOUIS, MO	MSY/STL	AA	$422	$222
NEW ORLEANS/SACRAMENTO, CA	MSY/SMF	AA	$518	$318
NEW ORLEANS/SAN ANGELO, TX	MSY/SJT	AA	$580	$380
NEW ORLEANS/SAN DIEGO,CA	MSY/SAN	UA	$296	$276
NEW ORLEANS/SAN JUAN, PUERTO RICO	MSY/SJU	AA	$880	$740
NEW ORLEANS/SAN ANTONIO,TX	MSY/SAT	AA	$370	$170
NEW ORLEANS/SALT LAKE,UT	MSY/SLC	AA	$568	$368

STATE OF LOUISIANA CONTRACT AIRFARES

EFFECTIVE: JULY 1, 2005

FY 2005 - 2006

LOUISIANA CITY PAIRS	Airport City Codes	Airline	Unrestricted R/T Contract Airfare	Limited Capacity R/T Contract Airfare
NEW ORLEANS/SAN FRANCISCO,CA	MSY/SFO	UA	$394	$374
NEW ORLEANS/SAN JOSE,CA	MSY/SJC	AA	$574	$374
NEW ORLEANS/SEATTLE/TACOMA,WA	MSY/SEA	AA	$582	$382
NEW ORLEANS/SPRINGFIELD,MO	MSY/SGF	AA	$500	$0
NEW ORLEANS/SYRACUSE,NY	MSY/SYR	AA	$480	$320
NEW ORLEANS/TRAVERSE CITY, MI	MSY/TVC	AA	$608	$408
NEW ORLEANS/TUCSON,AZ	MSY/TUC	AA	$564	$364
NEW ORLEANS/TULSA,OK	MSY/TUL	AA	$370	$170
NEW ORLEANS/WACO,TX	MSY/ACT	AA	$300	$0
NEW ORLEANS/WASHINGTON DC REAGAN	MSY/DCA	UA	$350	$330
NEW ORLEANS/WASHINGTON DC DULLES	MSY/IAD	AA	$456	$256
NEW ORLEANS/WICHITA,KS	MSY/ICT	AA	$446	$246
SHREVEPORT/ALBUQUERQUE,NM	SHV/ABQ	AA	$270	$238
SHREVEPORT/AUSTIN,TX	SHV/AUS	AA	$350	$220
SHREVEPORT/BALTIMORE,MD	SHV/BWI	AA	$420	$220
SHREVEPORT/BOSTON,MA	SHV/BOS	AA	$586	$386
SHREVEPORT/BUFFALO/NIAGARA FALLS, NY	SHV/BUF	AA	$634	$300
SHREVEPORT/CHICAGO,IL - MIDWAY	SHV/MDW	AA	$400	$230
SHREVEPORT/CHICAGO,IL - O'HARE	SHV/ORD	AA	$400	$230
SHREVEPORT/COLORADO SPGS,CO	SHV/COS	AA	$500	$360
SHREVEPORT/CORPUS CHRISTI,TX	SHV/CRP	AA	$410	$200
SHREVEPORT/DALLAS/FORT WORTH, TX	SHV/DFW	AA	$340	$190
SHREVEPORT/DES MOINES, IA	SHV/DSM	AA	$504	$334
SHREVEPORT/DENVER,CO	SHV/DEN	AA	$440	$330
SHREVEPORT/DETROIT,MI	SHV/DTW	AA	$400	$274
SHREVEPORT/EL PASO,TX	SHV/ELP	AA	$440	$250
SHREVEPORT/FAYETTEVILLE,AR	SHV/FYV	AA	$400	$180
SHREVEPORT/FORT SMITH,AR	SHV/FSM	AA	$430	$230
SHREVEPORT/FORT WAYNE,IN	SHV/FWA	AA	$400	$310
SHREVEPORT/FRESNO, CA	SHV/FAT	AA	$610	$480
SHREVEPORT/HARTFORD, CT	SHV/BDL	AA	$564	$260
SHREVEPORT/HONOLULU	SHV/HNL	AA	$1,040	$600
SHREVEPORT/INDIANAPOLIS,IN	SHV/IND	AA	$400	$240
SHREVEPORT/KANSAS CITY,MO	SHV/MCI	AA	$400	$200
SHREVEPORT/LAS VEGAS, NV	SHV/LAS	AA	$456	$316
SHREVEPORT/LITTLE ROCK,AR	SHV/LIT	AA	$270	$180
SHREVEPORT/LOS ANGELES,CA	SHV/LAX	AA	$460	$360
SHREVEPORT/LOUISVILLE,KY	SHV/SDF	AA	$290	$260
SHREVEPORT/LUBBOCK,TX	SHV/LBB	AA	$320	$240
SHREVEPORT/MILWAUKEE,WI	SHV/MKE	AA	$550	$320
SHREVEPORT/MINNEAPOLIS/ST. PAUL, MN	SHV/MSP	AA	$550	$320

STATE OF LOUISIANA CONTRACT AIRFARES

EFFECTIVE: JULY 1, 2005

FY 2005 - 2006

LOUISIANA CITY PAIRS	Airport City Codes	Airline	Unrestricted R/T Contract Airfare	Limited Capacity R/T Contract Airfare
SHREVEPORT/NEWARK,NJ	SHV/EWR	AA	$500	$350
SHREVEPORT/NEW YORK LAGUARDIA	SHV/LGA	AA	$800	$590
SHREVEPORT/NEW YORK JOHN F. KENNEDY	SHV/JFK	AA	$800	$590
SHREVEPORT/OAKLAND,CA	SHV/OAK	AA	$570	$450
SHREVEPORT/OKLAHOMA CITY,OK	SHV/OKC	AA	$270	$216
SHREVEPORT/ONTARIO,CA	SHV/ONT	AA	$540	$400
SHREVEPORT/ORANGE COUNTY,CA	SHV/SNA	AA	$540	$400
SHREVEPORT/PHILADELPHIA/WILMINGTON, DE	SHV/PHL	AA	$448	$288
SHREVEPORT/PHOENIX,AZ	SHV/PHX	AA	$460	$330
SHREVEPORT/PITTSBURGH,PA	SHV/PIT	AA	$400	$260
SHREVEPORT/PORTLAND,OR	SHV/PDX	AA	$680	$450
SHREVEPORT/PROVIDENCE,RI	SHV/PVD	AA	$600	$450
SHREVEPORT/RENO,NV	SHV/RNO	AA	$660	$460
SHREVEPORT/SACRAMENTO,CA	SHV/SMF	AA	$680	$480
SHREVEPORT/SALT LAKE CITY,UT	SHV/SLC	AA	$540	$320
SHREVEPORT/ST. LOUIS,MO	SHV/STL	AA	$400	$250
SHREVEPORT/SAN ANTONIO,TX	SHV/SAT	AA	$260	$200
SHREVEPORT/SAN DIEGO,CA	SHV/SAN	AA	$510	$280
SHREVEPORT/SAN FRANCISCO,CA	SHV/SFO	AA	$520	$380
SHREVEPORT/SAN JOSE,CA	SHV/SJC	AA	$570	$380
SHREVEPORT/SAN JUAN, PUERTO RICO	SHV/SJU	AA	$850	$700
SHREVEPORT/SEATTLE/TACOMA,WA	SHV/SEA	AA	$520	$400
SHREVEPORT/TUCSON,AZ	SHV/TUS	AA	$506	$346
SHREVEPORT/TULSA,OK	SHV/TUL	AA	$246	$200
SHREVEPORT/WASHINGTON DC REAGAN	SHV/DCA	AA	$500	$340
SHREVEPORT/WASHINGTON DC DULLES	SHV/IAD	AA	$500	$340
SHREVEPORT/WICHITA,KS	SHV/ICT	AA	$360	$240
NEW ORLEANS/AMSTERDAM	MSY/AMS	AA	$1,196	$956
NEW ORLEANS/BERLIN	MSY/BER	UA	$934	$888
NEW ORLEANS/BOMBAY	MSY/BOM	AA	$2,116	$1,996
NEW ORLEANS/BRUSSELS	MSY/BRU	AA	$1,036	$636
NEW ORLEANS/CANCUN	MSY/CUN	AA	$1,088	$688
NEW ORLEANS/COPENHAGEN	MSY/CPH	AA	$2,540	$1,498
NEW ORLEANS/FRANKFURT	MSY/FRA	AA	$1,036	$636
NEW ORLEANS/GENEVA	MSY/GVA	AA	$1,036	$636
NEW ORLEANS/HELSINKI	MSY/HEL	AA	$1,524	$1,340
NEW ORLEANS/ISTANBUL	MSY/IST	AA	$1,500	$1,292
NEW ORLEANS/JOHANESBURG	MSY/JNB	AA	$4,596	$3,396
NEW ORLEANS/KINGSTON	MSY/KIN	AA	$874	$0
NEW ORLEANS/LONDON	MSY/LON	AA	$1,036	$636
NEW ORLEANS/MADRID	MSY/MAD	AA	$1,036	$636

STATE OF LOUISIANA CONTRACT AIRFARES

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LOUISIANA CITY PAIRS	Airport City Codes	Airline	Unrestricted R/T Contract Airfare	Limited Capacity R/T Contract Airfare
NEW ORLEANS/MEXICO CITY	MSY/MEX	AA	$1,088	$688
NEW ORLEANS/MILAN	MSY/MIL	AA	$1,036	$636
NEW ORLEANS/MONTEGO BAY	MSY/MBJ	AA	$884	$0
NEW ORLEANS/MONTREAL	MSY/YUL	UA	$520	$470
NEW ORLEANS/MUNICH	MSY/MUC	AA	$1,036	$636
NEW ORLEANS/NICE	MSY/NCE	AA	$1,036	$636
NEW ORLEANS/PARIS	MSY/CDG	AA	$1,036	$636
NEW ORLEANS/PRAGUE	MSY/PRG	AA	$1,596	$1,396
NEW ORLEANS/QUITO SUCRE	MSY/UIO)	AA	$1,398	$698
NEW ORLEANS/RIO DE JENIRO	MSY/GIG	AA	$1,598	$798
NEW ORLEANS/ROME	MSY/FCO	AA	$1,036	$636
NEW ORLEANS/SAN JOSE	MSY/SJO	AA	$998	$498
NEW ORLEANS/STUTTGART	MSY/STR	AA	$1,036	$636
NEW ORLEANS/TORONTO	MSY/YYZ	AA	$688	$488
NEW ORLEANS/VANCOUVER	MSY/YVR	UA	$648	$628
NEW ORLEANS/VIENNA	MSY/VIE	AA	$1,356	$1,156
NEW ORLEANS/WARSAW	MSY/WAW	AA	$2,984	$2,594
NEW ORLEANS/ZURICH	MSY/ZRH	AA	$1,036	$636
BATON ROUGE/AMSTERDAM	BTR/AMS	AA	$1,196	$956
BATON ROUGE/BOMBAY	BTR/BOM	AA	$2,116	$1,996
BATON ROUGE/BERLIN	BTR/BER	AA	$1,036	$636
BATON ROUGE/BRUSSELS	BTR/BRU	AA	$1,036	$636
BATON ROUGE/CANCUN	BTR/CUN	AA	$1,088	$688
BATON ROUGE/COPENHAGEN	BTR/CPH	AA	$2,540	$1,498
BATON ROUGE/FRANKFURT	BTR/FRA	AA	$1,036	$636
BATON ROUGE/GENEVA	BTR/GVA	AA	$1,036	$636
BATON ROUGE/ISTANBUL	BTR/IST	AA	$1,500	$1,292
BATON ROUGE/JOHANESBURG	BTR/JNB	AA	$4,596	$3,396
BATON ROUGE/KINGSTON Jamaica	BTR/KIN	AA	$874	$0
BATON ROUGE/LONDON	BTR/LON	AA	$1,036	$636
BATON ROUGE/MADRID	BTR/MAD	AA	$1,036	$636
BATON ROUGE/MEXICO CITY	BTR/MEX	AA	$1,088	$688
BATON ROUGE/MILAN	BTR/MIL	AA	$1,036	$636
BATON ROUGE/MONTEGO BAY	BTR/MBJ	AA	$884	$0
BATON ROUGE/MONTREAL	BTR/YUL	AA	$838	$638
BATON ROUGE/MUNICH	BTR/MUC	AA	$1,036	$636
BATON ROUGE/NICE	BTR/NCE	AA	$1,036	$636
BATON ROUGE/PARIS	BTR/CDG	AA	$1,036	$636
BATON ROUGE/PRAGUE	BTR/PRG	AA	$1,596	$1,396
BATON ROUGE/QUITO SUCRE	BTR/UIO	AA	$1,398	$698
BATON ROUGE/RIO DE JENIRO	BTR/GIG	AA	$1,598	$798

STATE OF LOUISIANA CONTRACT AIRFARES

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LOUISIANA CITY PAIRS	Airport City Codes	Airline	Unrestricted R/T Contract Airfare	Limited Capacity R/T Contract Airfare
BATON ROUGE/ROME	BTR/FCO	AA	$1,036	$636
BATON ROUGE/STUTTGART	BTR/STR	AA	$1,036	$636
BATON ROUGE/TORONTO	BTR/YYZ	AA	$690	$628
BATON ROUGE/VANCOUVER	BTR/YVR	AA	$692	$628
BATON ROUGE/VIENNA	BTR/VIE	AA	$1,356	$1,156
BATON ROUGE/WARSAW	BTR/WAW	AA	$2,984	$2,594
BATON ROUGE/ZURICH	BTR/ZRH	AA	$1,036	$636
SHREVPORT/AMSTERDAM	SHV/AMS	AA	$1,196	$956
SHREVEPORT/BOMBAY	SHV/BOM	AA	$2,116	$1,996
SHREVEPORT/BERLIN	SHV/BER	AA	$1,036	$636
SHREVEPORT/BRUSSELS	SHV/BRU	AA	$1,036	$636
SHREVEPORT/CANCUN	SHV/CUN	AA	$1,088	$688
SHREVEPORT/COPENHAGEN	SHV/CPH	AA	$2,540	$1,498
SHREVEPORT/FRANKFURT	SHV/FRA	AA	$1,036	$636
SHREVEPORT/GENEVA	SHV/GVA	AA	$1,036	$636
SHREVEPORT/ISTANBUL	SHV/IST	AA	$1,500	$1,292
SHREVEPORT/JOHANESBURG	SHV/JNB	AA	$4,596	$3,396
SHREVEPORT/KINGSTON Jamaica	SHV/KIN	AA	$874	$0
SHREVEPORT/LONDON	SHV/LON	AA	$1,036	$636
SHREVEPORT/MADRID	SHV/MAD	AA	$1,036	$636
SHREVEPORT/MEXICO CITY	SHV/MEX	AA	$1,088	$688
SHREVEPORT/MILAN	SHV/MIL	AA	$1,036	$636
SHREVEPORT/MONTEGO BAY	SHV/MBJ	AA	$966	$0
SHREVEPORT/MONTREAL	SHV/YUL	AA	$1,080	$620
SHREVEPORT/MUNICH	SHV/MUC	AA	$1,036	$636
SHREVEPORT/NICE	SHV/NCE	AA	$1,036	$636
SHREVEPORT/PARIS	SHV/CDG	AA	$1,036	$636
SHREVEPORT/PRAGUE	SHV/PRG	AA	$1,596	$1,396
SHREVEPORT/QUITO SUCRE	SHV/UIO	AA	$1,398	$698
SHREVEPORT/RIO DE JENIRO	SHV/GIG	AA	$1,598	$798
SHREVEPORT/ROME	SHV/FCO	AA	$1,036	$636
SHREVEPORT/STUTTGART	SHV/STR	AA	$1,036	$636
SHREVEPORT/TORONTO	SHV/YYZ	AA	$694	$628
SHREVEPORT/VANCOUVER	SHV/YVR	AA	$694	$628
SHREVEPORT/VIENNA	SHV/VIE	AA	$1,356	$1,156
SHREVEPORT/WARSAW	SHV/WAW	AA	$2,984	$2,594
SHREVEPORT/ZURICH	SHV/ZRH	AA	$1,036	$636

In-State Hotel & Motel Directory 2005 - 2006

ALEXANDRIA

Clarion Hotel of Alexandria
2716 North Mac Arthur Drive
(800) 540-1880 * (318) 487-4261
Sgl.$55; Dbl.$60; King $55

Comfort Inn
2001 N. Bolton Avenue
(800) 228-5150 * (318) 484-9155
Sgl.$60; Dbl.$65; King $60

Guesthouse Inter. Hotel & Suites
2211 N. Mac Arthur Drive
(877) 487-8500 * (318) 445-6996
Sgl.$60: Dbl.$65; King $60

Holiday Inn Conv. Center
701 Fourth Street
(318)442-9000
Sgl.$55; Dbl.$55; King $55

La Quinta Inn & Suites
6116 West Calhoun Drive
(800) 531-5900 * (318) 442-3700
Sgl.$60; Dbl.$60

Louisiana Conv. Centre & Hotel
2301 N. Mac Arthur Drive
(877) 487-8500 * (318) 487-8500
Sgl.$60; Dbl.$65; King $60

Super 8 Motel
700 Mac Arthur Drive
(318) 445-6541
Sgl.$40.50;Dbl.$45;King $40.50

AMITE

Comfort Inn
1117 West Oak Street
(985) 748-5550
Sgl.$59; Dbl.$59; King $59

BATON ROUGE

AmeriSuites
6080 Bluebonnet Blvd.
(225)769-4400
Sgl.$70: Dbl.$70; King $70

Baymont Inn & Suites
10555 Rieger Road
(877) 229-6668 * (225) 291-6600
Sgl.$49: Dbl.$49

Best Western Chateau Louisianne
710 North Lobdell Avenue
(225) 927-6700
Sgl.$70; Dbl.$80;King $70

Comfort Inn - Univ. Center
2445 S. Acadian Thruway
(225) 236-4000
Sgl.$70;Dbl.$70; King $70

Comfort Suites - College Drive
3045 Valley Creek Road
(800) 424-6423 * (225) 923-3377
Sgl.$70; Dbl.$70; King $70

Cook Conference Ctr. Hotel
3848 W. Lakeshore Drive
(866) 610-2665 * (225) 383-2665
Sgl.$70; Dbl.$70; King $70

Courtyard by Marriott
2421 South Acadian Thruway
(225) 924-6400
Sgl.$70: Dbl.$70; King $70

Days Inn
9919 Gwenadele Avenue
(225) 925-8399
Sgl.$45;Dbl.$50;King $45

Fairfield Inn by Marriott
7959 Essen Park Ave.
(225) 766-9493
Sgl.$70;Dbl.$70; King $70

Hilton Garden Inn - Airport
3330 Harding Blvd
(877) 782-9444 * (225) 357-6177
Sgl.$70; Dbl.$70; King $70

Holiday Inn East (Siegen & I-10)
10455 Reiger Road
(225) 293-6880
Sgl.$70; Dbl.$70; King $70

Holiday Inn - South
9940 Airline Highway
(888) 814-9602 * (225) 924-7021
Sgl.$70 Dbl.$70;King:$70

Holiday Inn Select
4728 Constitution Avenue
(800) 678-4065 * (225) 925-2244
Sgl.$70; Dbl. $80

La Quinta Inn
233 South Acadian Thruway
(800) 531-5900 * (225) 924-9600
Sgl.$60; Dbl.$60

Marriott Baton Rouge
5500 Hilton Avenue
(800) 228-9290 * (225) 924-5000
Sgl.$70;Dbl.$80;King $70

Microtel Inn & Suites
10645 Reiger Rd. @ Seigen Lane
(225) 291-6200
Sgl.$49; Dbl $59; King $69

Quality Suites
9138 Bluebonnet Centre Blvd.
(800) 228-5151 * (225) 293-1199
Sgl.$70; Dbl.$75; King $70

Ramada Inn
10045 Gwenadele Avenue
(225) 706-5500
Dbl.$59; King $53.10

Residence Inn by Marriott
10333 North Mall Drive
(800) 831-3131 * (225) 293-8700
Sgl.$70; Dbl.$129

Sheraton Baton Rouge
102 France Street
(888) 627-8567 * (225) 242-2600
Sgl.$70; Dbl.$80: King $70

Sleep Inn South
10332 Plaza Americana
(225) 926-8488
Sgl.$70; Dbl.$70

Super 8 Motel
11444 Reulet Avenue
(225) 275-8878
Dbl.$50; King $60

BOSSIER CITY

Best Western Airline Motor Inn
1984 Airline Drive
(800) 635-7639 * (318) 742-6000
Sgl.$62; Dbl.$62; King $62

Comfort Inn Bossier
1100 Delhi
(318) 221-2400
Sgl.$65; Dbl.$65;King $65

Days Inn - Bossier City
200 John Wesley Blvd
(800) 673-2743 * (318) 742-9200
Sgl.$55; Dbl.$55; King $55

Econo Lodge Inn & Suites
4300 Industrial Drive
(318) 746-5050
Sgl.$50;Dbl.$50; King $60

La Quinta Inn
309 Preston Blvd
(800) 531-5900 * (318) 747-4400
Sgl.$49; Dbl.$49

Microtel Inn & Suites
2713 Village Lane
(318) 742-7882
Sgl.$55; Dbl.$65; King $65

Quality Inn & Suites
2317 Village Lane
(318) 742-7890
Sgl.$65; Dbl.$65; King $65

CHALMETTE

Econolodge Marina Inn
3535 Paris Road
(800) 424-7423 * (504) 277-5353
Sgl.$54; Dbl.$54; King $64

COVINGTON

Best Western Northpark Inn
625 N. Hwy 190
(877) 766-6700 * (985)892-2681
Sgl.$60;Dbl.$65;King $65

Courtyard by Marriott
101 North Park Drive
(800) 321-2211 * (985) 871-0244
Sgl.$60; Dbl.$60; King $60

CROWLEY

La Quinta Inn - Crowley
9565 Egan Highway
(800) 531-5900 * (337) 783-2500
Sgl.$50; Dbl.$50

DELHI

Days Inn
113 Snider Road
(318) 878-9000
Sgl.$48; Dbl.$55; King $48

DENHAM SPRINGS

Best Western Inn
146 Rushing Road
(225) 665-0222
Sgl.$50;Dbl.$55

Holiday Inn Express
125 Rushing Road
(800) 465-4329 * (225) 667-2250
Sgl.$60; Dbl.$60; King $60

DONALDSONVILLE

Best Western Plantation Inn
2179 Hwy 70
(225) 746-9050
Sgl.$60;Dbl $60;King $60

FRANKLIN

Best Western Forest Motor Inn
1909 Main Street
(337) 828-1810
Sgl.$60; Dbl $65

GONZALES

America's Best Suites
2412 Veterans Blvd.
(800) 237-8466 * (225) 647-4515
King $58

Best Western Inn of Gonzales
1918 Highway 30
(225) 647-2001
Sgl.$60;Dbl.$60;King $60

Holiday Inn
1500 W. Highway 30
(800) 946-5432 * (225) 647-8000
Sgl.$60; Dbl.$60; King $60

GRETNA

Holiday Inn - N.O. West Bank
100 West Bank Expressway
(877) 553-1235 * (504) 366-2361
Sgl.$65; Dbl.$65; King $65

La Quinta Inn - West Bank
50 Terry Parkway
(800) 531-5900 * (504) 368-5600
Sgl.$59; Dbl.$59

GREY

Best Western - Houma Inn
117 Linda Ann Ave
(800) 865-6499
Sgl.$59; Dbl.$59; King $59

HARVEY

Best Western - N.O. Westbank
1700 Lapalco Blvd
(866) 871-5369 * (504) 366-5369
Sgl.$55; Dbl $55; King $55

Days Inn
3750 Westbank Expwy.
(800) 325-2525 * (504) 348-1262
Sgl.$50; Dbl.$50; King $50

HOUMA

Fairfield Inn by Marriott
1530 MLK Blvd.
(800) 489-6270 * (985) 580-1050
Sgl.$60:Dbl.$60; King $60

Quality Hotel - Houma
210 S. Hollywood Road
(985) 868-5851
Sgl.$60; Dbl.$65; King $60

Ramada Inn
1400 West Tunnel Blvd.
(888) 989-8367 * (985) 879-4871
Sgl.$55; Dbl.$60: King $55

KENNER

Best Western N.O. Airport
1021 Airline Drive
(800) 333-8278 * (504) 464-1644
Sgl.$58;Dbl.$58; King $58

Hilton Garden Inn - Airport
4535 Williams Blvd.
(504) 712-0504
Sgl.$70;Dbl.$70;King $70

Hilton New Orleans Airport
901 Airline Drive
(504) 469-5000
Sgl.$70: Dbl.$90

Holiday Inn Select - Airport
2929 Williams Blvd.
(800) 887-7371 * (504) 467-5611
Sgl.$69;Dbl.$69;King $69

La Quinta Inn - Airport
2610 Williams Blvd
(800) 531-5900 * (504) 466-1401
Sgl.$56; Dbl.$56; King $56

Motel 6
2830 Loyola Drive
(504)466-9666 * (800)4-MOTEL 6
Sgl.$45; Dbl.$45: King $45

Radisson Hotel - Airport
2150 Veterans Blvd.
(866) 292-6118 * (504) 467-3111
Sgl.$70: Dbl.$80; King $90

Wingate Inn
1501 Veterans Blvd
(504) 305-1501
Sgl.$70; Dbl.$70; King $70

LAFAYETTE

Best America's Suites - Lafayette
125 E. Kaliste Saloom Rd
(337) 235-1367
Sgl.$60; Dbl.$73.80; King $60

Comfort Inn - Lafayette
1421 S.E. Evangeline Thruway
(800) 800-8752 * (337) 232-9000
Sgl.$60; Dbl.$65; King$60

Fairfield Inn by Marriott
2225 NW Evangeline Thruway
(800) 452-5048 * (337) 235-9898
Sgl.$60; Dbl.$60; King $60

Hilton Lafayette
1521 West Pinhook Road
(800) 445-8667 * (337) 235-6111
Sgl.$60; Dbl.$70; King $80

Holiday Inn Central - Holidome
2032 NE Evangeline Thruway
(800) 942-4868 * (337) 233-6815
Sgl.$60; Dbl. $60; King $60

Jameson Inn Hotel
2200 NE Evangeline Thruway
(800) 526-3766 * (337) 291-2916
Sgl.$60; Dbl.$65

La Quinta Inn
2100 N.E. Evangeline Thruway
(800) 531-5900 * (337) 233-5610
Sgl.$52; Dbl.$52

La Quinta Inn & Suite
1015 West Pinhook Rd
(800) 531-5900 * (337) 291-1088
Sgl.$60; Dbl.$60

LAKE CHARLES

La Quinta Inn
1320 MLK Highway 171 North
(800) 531-5900 * (337) 436-5998
Sgl.$65; Dbl.$65

Sleep Inn & Suites
3211 Venture Park Drive
(337) 480-0898
Sgl.$61; Dbl. $61; King $61

LAPLACE

Best Western LaPlace
4289 Main Street
(985) 651-4000
Sgl.$60; King $60

Days Inn - LaPlace
3912 Hwy 51
(985) 652-1223
Sgl.$58;Dbl.$58; King $58

Quality Inn - La Place
3900 Hwy 51
(985) 652-5544
Sgl.$55;Dbl.$55; King $55

LULING

Best Western - River Region Inn
12215 Highway 90
(985) 331-0064
Sgl.$59;Dbl. $59; King $59

Comfort Inn
12177 Highway 90
(985) 785-1125
Sgl.$55; Dbl.$60; King $55

METAIRIE

Best Western Landmark Hotel
2601 Severn Avenue
(800) 277-7575 * (504) 888-9500
Sgl.$69;Dbl.$69; King $69

Days Inn of Metairie
3400 I-10 Service Road
(877) 835-9787 * (504) 833-8201
Sgl.$59:Dbl.$69; King $59

Holiday Inn Metairie
3400 I-10 Service Road
(504) 833-8201
Sgl.$59; Dbl.$59; King $59

La Quinta Inn - Veterans
5900 Veterans Blvd.
(800) 531-5900 * (504) 456-0003
Sgl.$59; Dbl $59

La Quinta Inn - Causeway
3100 I-10 Service Road
(800) 531-5900 * (504) 835-8511
Sgl.$59; Dbl.$59

New Orleans Lakeside Hotel
3838 N. Causeway Blvd.
(800) 222-8733 * (504) 836-5253
Sgl.$70: Dbl.$80; King $70

Ramada Limited
2713 N. Causeway Blvd.
(800) 535-7891 * (504) 835-4141
Sgl.$59; Dbl.$59; King $59

Sleep Inn & Suites
4601 North I-10 Service Road
(504) 887-5337
Sgl.$70; Dbl.$70: King $70

Wyndham Metairie
#4 Galleria Blvd
(800) 889-8846 * (504) 837-6707
Sgl.$70; Dbl. $70; King $70

MONROE

Atrium Hotel & Conference Ctr.
2001 Louisville Avenue
(318) 410-4000
Sgl.$60; Dbl.$60; King $60

Best Western Airport Inn
1475 Garrett Road
(318) 345-4000
Sgl.$55; Dbl.$55; King $55

Comfort Suites
1401 Martin Luther King Drive
(318) 410-1005
Sgl.$60; Dbl.$70; King $60

Days Inn
5650 Frontage Road
(318) 345-2220
Sgl.$50; Dbl.$60; King $60

Hampton Inn
1407 Martin Luther King Dr.
(318) 361-9944
Sgl.$60; Dbl.$65: King $60
Holiday Inn Hotel & Suites
1051 US Highway 165
(318) 387-5100
Sgl.$60; Dbl.$60; King $60
La Quinta Inn
1035 US 165 Bypass South
(800) 531-5900 * (318) 322-3900
Sgl.$46; Dbl.$46

MORGAN CITY

Best Western - Morgan City
1011 Brashear Avenue
(985) 385-9175
Sgl.$55; Dbl.$55; King $55
Holiday Inn
520 Roderick Street
(985) 385-2200
Sgl$60;Dbl.$70; King $60

NEW IBERIA

Best Western Inn & Suites
2714 Hwy 14
(337) 364-3030
Sgl.$55;Dbl.$55; King $55
Comfort Suites
2817 Hwy 14
(337) 367-0855
Sgl.$60; Dbl.$60; King $60

NEW ORLEANS

Ambassador
535 Tchoupitoulas Street
(800) 455-3417 * (504) 599-2101
Sgl.$100; Dbl.$100; King $100
Avenue Garden Hotel
1509 St. Charles Avenue
(800) 379-5322 * (504) 521-8000
Sgl.$69;Dbl.$79; King $89
Avenue Plaza Hotel & Pro Spa
2111 St. Charles Avenue
(800) 535-9575 * (504) 566-1212
Sgl.$99;Dbl.$99; King $99
Comfort Suites - Six Flags Area
7051 Bullard Ave.
(504) 244-1414
Sgl.$78; Dbl.$78; King $78
Dauphine Orleans Hotel
415 Dauphine Street
(504) 586-1800
Sgl.$100; Dbl.$100; King $100
Five Continents Bed & Breakfast
1731 Esplanade Avenue
(800) 997-4652 * (504) 943-3536
Sgl.$85;Dbl.$100
Garden District Hotel
2203 St. Charles Avenue
(800) 205-7131 * (504) 566-1200
Sgl.$95;Dbl.$95; King $95
Grand Palace Hotel - New Orleans
1732 Canal Street
(504) 301-9200
Sgl.$69; Dbl.$79; King $99
Hampton Inn Downtown
226 Carondelet Street
(800) 292-0653 * (504) 529-9990
Sgl.$100;Dbl.$100; King $100
Holiday Inn Select - Conv. Ctr
881 Convention Center Blvd.
(504) 524-1881
Sgl.$100; Dbl.$100; King $100
Holiday Inn Superdome
330 Loyola Avenue
(800) 535-7830 * (504) 581-1600
Sgl.$100; Dbl.$115; King $100
Hotel Monaco New Orleans
333 St. Charles Avenue
(866) 561-0010 * (504) 561-0010
Sgl.$100;Dbl.$100; King $100
Hotel Monteleone
214 royal Street
(504) 523-3341
Sgl.$100;Dbl.$100; King $100
Hotel Provincial
1024 Rue Chartres
(800) 535-7922 * (504) 581-4995
Sgl.$100;Dbl.$100; King $100
Hyatt Regency New Orleans
Poydras at Loyola Avenue
(504) 587-4197 * (504) 561-1234
Sgl.$99;Dbl.$99; King $99
Inn On Burbon Ramada Plaza
541 Bourbon Street
(800) 535-7891 * (504) 524-7611
Sgl.$99; Dbl.$99; King $99
InterContinental New Orleans
4444 St. Charles Avenue
(800) 445-6563 * (504) 525-5566
Sgl.$100; Dbl.$100; King $100
La Quinta Inn & Suites
301 Camp Street
(800) 531-5900 * (504) 598-9977
Sgl.$76; Dbl.$76
La Quinta Inn - Bullard
12001 I-10 Service Road
(800) 531-5900 * (504) 246-3003
Sgl.$54;Dbl.$54
La Quinta Inn - Crowder
8400 I-10 Service Road
(800) 531-5900 * (504) 246-5800
Sgl.$54;Dbl.$54
Le Richelieu - French Quarter
1234 Chartres Street
(800) 535-9653 * (504) 529-2492
Sgl.$79;Dbl.$89; King $89
Midtown Hotel
3900 Tulane
(504) 486-5541
Sgl.$55; Dbl.$55; King $55
Olde Town Inn
1001 Marigny Street
(800) 209-9408 * (504) 949-5815
Sgl.$80;Dbl$80;King $90
Park Plaza Hotel New Orleans
1500 Canal Street
(800) 814-7000 * (504) 480-2088
Sgl.$89; Dbl,$99
Pontchartrain Hotel
2031 St. Charles Avenue
(800) 777-6193 * (504) 524-0581
Sgl.$89;Dbl.$94; King $94
Prytania Park Hotel
1525 Prytania Street
(800) 862-1984 * (504) 524-0427
Sgl.$80; Dbl.$90; King $90
Queen Anne Hotel
1625 Prytania Street
(800) 862-1984 * (504) 524-0427
Sgl.$90;Dbl.$100; King $90
Queen and Crescent Hotel
344 Camp Street
(800) 205-7131 * (504) 587-9700
Sgl.$95;Dbl.$100; King $100
Ramada Inn & Suites
1315 Gravier Street
(800) 535-9141 * (504) 586-0100
Sgl.$79; Dbl.$79; King $79
Renaissance Arts Hotel
700 Tchoupitoulas Street
(800) 431-8634 * (504) 613-2330
Sgl.$100;Dbl.$100; King $100
Renaissance Pere Marquette
817 Common Street
(800) 372-0482 * (504) 525-1111
Sgl.$100;Dbl.$100; King $100
Royal St. Charles Hotel
135 St. Charles Avenue
(800) 205-7131* (504) 587-3700
Sgl.$100;Dbl.$100; King $100
St. Pierre Hotel
911 Burgundy Street
(800) 225-4040 * (504) 524-4401
Sgl.$89; Dbl.$89; King $99
Sheraton New Orleans Hotel
500 Canal Street
(504) 525-2500
Sgl.$100;Dbl.$100; King $100

OPELOUSAS

Best Western of Opelousas
5791 I-49 South Source Road
(800) Western * (337) 942-6250
Sgl.$60; Dbl.$60; King $60

PINEVILLE

Days Inn
11 Lords of Lords Avenue
(318) 640-5818
Sgl.$60;Dbl.$60; King $60

PORT ALLEN

Best Western Magnolia Manor
234 Lobdell Hwy
(225) 344-3638
Sgl.$55; Dbl.$60
Comfort Suites
2880 N. Westport Drive
(225) 343-4300
Sgl.$60;Dbl.$60; King $60
Holiday Inn Express
131 Lobdell Hwy
(225) 343-4821
Sgl.$60; Dbl.$60; King $60

RAYNE

Days Inn
1125 Church Point
(337) 334-0000
Sgl.$55; Dbl.$65; King $60

RAYVILLE

Days Inn
125 Maxwell Drive

(318) 728-4500
Sgl.$52.50; Dbl.$58; King $52.50

RUSTON

Comfort Inn
1951 N. Service Road East
(318) 242-0070
Sgl.$60; Dbl.$60; King $60

Days Inn
1801 N. Service Road East
(318) 251-2360
Sgl.$55; Dbl.$60; King $55

Ramada Inn
401 N. Service Road
(318) 255-5901
Sgl.$55;Dbl.$55;King$55

SCOTT

Hampton Inn
2144 West Willow
(337) 236-6161
Dbl.$60; King $65

Sleep Inn Hotel
2140 West Willow
(337) 264-0408
Sgl.$55; Dbl.$60; King $60

SHREVEPORT

Best Western Richmond Suites
5101 Monkhouse Drive
(800) 447-2582 * (318) 635-6431
Sgl.$65; Dbl.$65; King $65

Clarion Hotel Shreveport
1419 East 70th Street
(800) 321-4182 * (318) 797-9900
Sgl.$65; Dbl.$65; King $65

Comfort Inn
9420 Healthplex Drive
(318) 688-2812
Sgl.$65; Dbl.$65; King $79

Days Inn - Shreveport
4935 W. Monkhouse Drive
(800) 673-2743 * (318) 636-0080
Sgl.$50; Dbl.$50; King $50

Holiday Inn Downtown
102 Lake Street
(318) 222-7717
Sgl.$64; Dbl.$64; King $64

Jameson Inn
6715 Rasberry Lane
(800) 526-3766 * (318) 671-0731
Sgl.$60;Dbl.$65

La Quinta Inn & Suites
6700 Financial Circle
(800) 531-5900 * (318) 671-1100
Sgl.$59; Dbl.$59

Travelodge
2134 Greenwood Road
(318) 425-7467
Sgl.$39.79;Dbl.$45; King $39.79

SLIDELL

Days Inn of Slidell
I-10 West, Exit 266
(866) 828-2830 * (985) 641-3450
Sgl.$45; Dbl.$45; King $45

Deluxe Motel
1662 Cause Blvd.
(866) 712-8800 * (985) 641-8800
Sgl.$45; Dbl.$50; King $55

Holiday Inn Hotel & Suites
372 Voters
(800) 465-4329 * (985) 639-0890
Sgl.$60; Dbl.$60; King $75

La Quinta Inn
794 East I-10 Service Road
(800) 531-5900 * (985) 643-9770
Sgl.$48; Dbl.$48

SULPHUR

Fairfield Inn by Marriott
2615 Ruth Street
800) 452-5048 * (337) 528-2629
Sgl.$70; Dbl.$70; King $70

La Quinta Inn
2600 Ruth Street
(800) 531-5900 * (337) 527-8303
Sgl.$52; Dbl.$52

Wingate Inn
300 Texaco Road
(337) 527-5151
Sgl.$62; Dbl.$62;King $62

THIBODEAUX

Howard Johnson Hotel
203 North Canal Blvd
(800) 952-2968 * (985) 447-9071
Slg.$54: Dbl.$59; King $54

Ramada Inn - Thibodeaux
400 E. First Street
(800) Ramada * (985) 446-0561
Sgl.$60: Dbl.$60; King $60

WEST MONROE

Best Western Inn
405 Thomas Road
(318) 322-9922
Sgl.$55;Dbl.$55; King $55

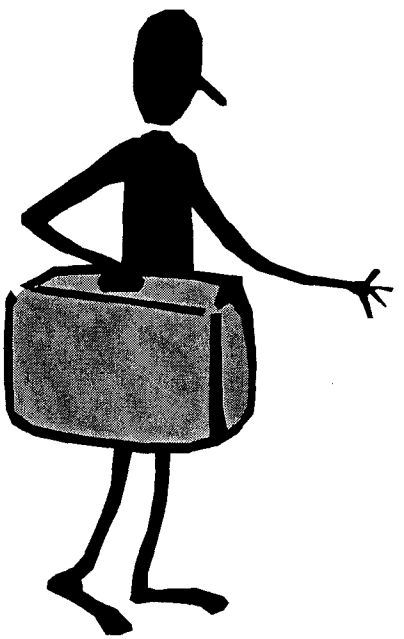
Jameson Inn
213 Constitution Drive
(800) 526-3766 * (318) 361-0750
Sgl.$55;Dbl.$55: King $55

Quality Inn & Suites
503 Constitution Drive
(318) 387-2711
Sgl.$55; Dbl.$55; King $55

Shoney's Inn
310 Thomas Road
(318) 325-5780
Sgl.$42; Dbl.$47

USE THESE TIPS WHEN MAKING HOTEL RESERVATIONS AND CHECKING INTO HOTELS:

1. When making reservations at a hotel please ask for a State Government Rate.
2. Make sure that you know the cancellation policy. (If you do not cancel a reservation you may be charged the first night's stay).
3. Be sure you know what your booked rate includes (breakfast, free local phone calls, etc.) to make sure you are getting the best rate.
4. Guaranteed reservations with a credit card means that the hotel will hold the room until you arrive, no matter what time. It also means that if you don't cancel according to the hotel's policy, you will be charged for one night's stay.
5. The minimum time allowed for cancellation is shown on your itinerary, the time marked is the time at the hotel's city .. not yours.
6. Confirmation numbers are proof of reservation. Provide this number to the front desk clerk and demand to be accommodated if there is any problem with your reservation.
7. Please review and initial your room rate prior to your check in.



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OR the toll-free number on the back of the card

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Louisiana

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