

Louisiana Housing Finance Agency Travel Guidelines

I. Authorization

In accordance with the authority vested in the Board of Commissioners of the Louisiana Housing Finance Agency by R.S. 40: 600.1, et seq, said Board of Commissioners hereby publishes the Louisiana Housing Finance Agency Travel Guidelines, effective July 1, 2010.

II. Definitions

For the purposes of these travel guidelines, the following words have the meaning indicated.

Agency – Louisiana Housing Finance Agency.

Appointing Authority – For purposes of these guidelines, the Appointing Authority is the President of the Agency or his/her designee.

Authorized Persons –

- a. Advisors, consultants, and contractors or other persons who are called upon to contribute time and services to the Agency who are not otherwise required to be reimbursed through a contract for professional, personal, or consulting services in accordance with R.S. 39:1481.
- b. Members of the 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 – A meeting for a specific purpose and/or objective. 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 receipt. Participation as an exhibiting vendor in an exhibit /trade show also qualifies as a conference. (For a hotel to qualify for conference rate lodging, it must be the hotel hosting or “in conjunction with hosting” the meeting.)

Controlled Billed Account (CBA) – Credit cards 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.

Current State Vehicle Rate – The vehicle mileage rate in effect at the time of travel as updated each July 1st by the Louisiana Division of Administration.

Emergency Travel – Under extraordinary circumstances, where the best interests of the state require that travel be undertaken not in compliance with these guidelines. Approval after the fact by the Appointing Authority may be given if appropriate documentation is presented promptly. –

Extended Stays – 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.

a. 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 Appointing Authority 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 Appointing Authority has designated another location (such as the person's workplace).

b. 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.

c. 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 Appointing Authority, 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 stay.

State Employee – Employees below the level of state officers.

State Officer – State elected officials and unclassified employees of the Agency, including expressly the President and Vice President of the Agency as per La. R.S. 40:600.5.

Suburb – An immediate or adjacent location (overflow of the city) to the higher cost areas which would be within approximately 30 miles of the highest cost area.

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 Agency travelers. Travelers may opt to use mileage as shown on the Mileage Table of Department of Transportation's Official Highway Map, or from a mileage chart provided by the Agency, which has been approved by the Appointing Authority of the Agency. For all other mileage, it shall be computed on the basis of odometer readings from point of origin to point of return. (See Mileage Chart.)

Traveler – A state officer, state employee, or authorized person when performing authorized travel.

III. Travel Regulations

A. Authorization to Travel

1. Agency managers will take whatever action necessary to minimize all travel to carry on the department mission.

2. When the 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.

3. All conference travel must be authorized and approved in writing by the President of the Agency.

4. An annual authorization for routine travel shall not cover travel between an employee's home and workplace, out-of-state travel, or travel to conferences or 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. New employees who are infrequent travelers or have not had time to apply for and receive a corporate travel card.

 - c. Employees traveling for extended periods, defined as 31 or more consecutive days.

 - d. Advanced ticket/lodging purchase.

 - e. Registration for seminars, conferences, and/or conventions.

 - f. 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.

g. Employees who infrequently travel or travelers that incur significant out-of-pocket cash expenditures.

3. Expenses incurred on State Business

a. The Agency will pay for travel done with the purpose of conducting official Agency business.

b. 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, except as otherwise stated in these guidelines.

IV. Claims for Reimbursement

A. NO REIMBURSEMENT WHEN NO COST INCURRED BY TRAVELER. Except as otherwise stated in these guidelines, this includes but is not limited to reimbursements for any lodging 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.

B. All claims for reimbursement for travel shall be submitted on state Form BA-12, unless exception has been granted by the Appointing Authority, and shall include all details provided for on the form. It must be signed by the person claiming reimbursement. The purpose for the 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 official domicile must be shown.

C. The travel voucher claim for reimbursement form shall show all expenses incurred and allowances claimed pursuant to these guidelines on the official trip in detail to the end that the total cost of the trip should be reflected on the form. If the cost of air transportation is paid directly by the Agency, a notation will be indicated on the form indicating the date of travel, destination, amount, and the fact that it has been paid by the Agency. The traveler's copy of the passenger ticket and/or receipt shall be attached to the claim for reimbursement form. If the traveler has received an advance for expenses by the Agency, the advance must be indicated on the claim for reimbursement form in the space provided.

D. Advances must be applied for in accordance with the Agency's policy regarding Travel Advances and shall be reported on the traveler's claim for reimbursement. Approved advances are only allowed for the cost of meals, all within the expected rate of reimbursement outlined herein.

E. In the event travel time to the destination from the official domicile is two or more hours or more than 100 miles, the employee may travel on the day before if cost effective and approved in advance by the Appointing Authority.

F. 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.

G. The Agency will 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.

V. 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, cost of operation of a vehicle, cost and availability of common carrier services, etc.

B. Air

The Agency requires that all commercial airfare tickets be purchased from the State contract travel agency, unless extraordinary circumstances, approved by the Appointing Authority, warrant otherwise.

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.

1. 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.

2. Before travel by privately-owned or by chartered aircraft is authorized by a department head, the traveler shall certify that 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 unchartered privately owned aircraft under the above guidelines will be made on the following basis:

i. at the current state vehicle rate; or

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

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 Agency' travel reimbursement files. Optimum utilization will be the responsibility of the Appointing Authority.

3. When contract rates are available, a traveler using commercial air travel will not be reimbursed in excess of the state contract air rates. When state contract rates are not available, a traveler using commercial air travel will not be reimbursed in excess of coach/economy class rates. If a traveler chooses first class or business class, the difference between the state contract rates or coach/economy class rates, whichever is appropriate, and the class the traveler chooses 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 that fact. The certification will be attached to the travel voucher.

a. Agency encourages but does not require use of lowest priced airfares where circumstances, which can be documented, dictate otherwise. Lowest logical fares are penalty tickets that can have restrictions and charge penalty fees for changing/canceling ticket purchases. Lowest logical tickets must be purchased from the state's contracted travel agency unless prior approval is granted by the Appointing Authority.

b. Where a stopover is required to qualify for a low-priced airfare, the Agency 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.

c. The policy regarding airfare penalties is that the Agency will pay the penalty incurred for a change in plans or cancellation only when the change or cancellation is in the best interest of the Agency. Certification by the Appointing Authority of the requirement for the change or cancellation is required on the travel voucher.

d. For international travel only, when an international flight segment is more than 10 hours in duration, the Agency 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.

4. 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.

5. 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.

6. Contract airfares are to be purchased only through the state's contracted travel agencies and are to be used for official state business, but it does not mandate the purchase of contracted airfare tickets. State contract airfares are non-penalty tickets. Therefore no penalty fees are charged for changes/cancellations, and no restrictions are imposed on flight schedules. The state contract airfares **cannot** be used 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 fare and full coach fare.)

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

8. 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.

9. 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.** When using the Contract Airfares there are no restrictions or penalties. In many cases, airlines that did not win an award for a certain city will now offer the same discounted price that was awarded to the contract vendor. This is known as a matched carrier. Matched carriers are not to be used unless there is two or more hour's 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. **NOTE: Some carriers are now offering matched fares at the base cost, plus a surcharge for fuel. This is not considered a matched fare.**

10. When making airline reservations for a conference, inform the travel agency that you are attending a conference giving the name of the conference and the airline that is offering the discount rate, if available. In many instances, the conference registration form specifies that certain airlines have been designated as the official carrier offering discount rates. If so, giving this information to our contracted agencies could result in them securing that rate for your travel.

11. The Agency's corporate card (Controlled Billed Account or CBA) is to be used to purchase contract airfare. This is a requirement by the airlines in order to continue to receive discount, non-penalty state contract airline tickets. The Executive Administrative Coordinator handles airline reservations.

C. Use of the State Travel Card Program

a. Employees may make application for a Travel Card through the Accounting Department.

b. The Travel Card is the liability of the employee and not the state. An employee terminating state service must request the Agency have their card cancelled. A retiree may no longer retain his/her card.

- c. The traveler is expected to make travel arrangements for those trips considered to be routine by nature of their job description. The Travel Card is to be used to pay for these expenses. It will be the traveler's responsibility to complete a request for reimbursement form for these expenses upon completion of travel. In the event the traveler is unable to secure a Travel Card, travel expenses may be paid for in advance by the Agency in accordance with section B.2. above. Documentation supporting this claim is to be maintained by the accounts payable accountant in the accounting department and/or attached to the traveler's claim for reimbursement.

D. Motor Vehicle

1. 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.

2. 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. The employee shall also follow policy and procedures found in Louisiana Housing Finance Agency Personnel Policy Number 26: "Job-Related Accidents."

3. Employees shall use the lowest octane gasoline and shall only use self-service pumps so as to keep the cost of gas consumption for the purpose of conducting Agency business as economical as possible. This applies to Agency-owned vehicles and cars rented to do Agency business, unless the manufacturer of the car states that a higher-level gasoline or other fuel must be used.

4. State-Owned Vehicles

- a. All purchases made on Agency gasoline credit cards must be signed for by the approved traveler making the purchase. 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.

- b. 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 traveler shall familiarize him/herself with the existence of such allowances and/or contracts and location of vendors.

- c. The travel coordinator/officer/user of each state-owned automobile shall submit a monthly report to the Appointing Authority indicating the number of miles traveled, odometer reading, credit card charges, dates, and places visited.

d. State-owned vehicles may be used for out-of-state travel only if permission of the Appointing Authority 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 Agency's travel reimbursement files.

e. Unauthorized persons should not be transported in state vehicles. Approval of exceptions to this policy may be made by the Appointing Authority if he/she 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.

5. 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 at the current state vehicle rate. **(SEE ACCEPTABLE MILEAGE CHART AT THE END OF THIS GUIDE).**

c. 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 Appointing Authority of the Agency may determine to pay the actual mileage from the employee's residence.

d. The Appointing Authority 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.

e. Reimbursements will be allowed at the current state vehicle rate 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.

f. When the use of a privately owned vehicle has been approved by the Appointing Authority for out-of-state travel for the traveler's convenience, the traveler will be reimbursed for in-route expenses at the current state vehicle rate per mile only. The total cost of the mileage may not exceed the cost of travel by State Contract air rate or lowest logical if no contract rate is available. 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 Agency, is asked to take

their personally owned vehicle out-of-state for a purpose that will benefit the Agency, then the Appointing Authority may on a case-by-case basis determine to pay a traveler for all or part of in-route travel expenses. File should be justified accordingly.

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

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

i. Consideration shall be given to special needs employees regarding the use of personal vehicles on a case-by-case basis.

6. Rented Motor Vehicles

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

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

c. Insurance billed by car rental companies is not reimbursable for domestic travel. Should a collision occur while on official state business, the cost of the deductible should be paid by traveler and reimbursement claimed on a travel expense voucher. The accident should also be reported to the Office of Risk Management and the employee shall also follow Louisiana Housing Finance Agency Personnel Policy Number 26: "Job-Related Accidents." At the discretion of the Appointing Authority, CDW costs only may be reimbursed for international travel. Following are some of the insurance packages available by rental vehicle companies that are not reimbursable:

- i. Collision Damage Waiver (CDW)
- ii. Loss Damage Waiver (LDW)
- iii. Personal Accident Insurance (PAC) – employees are covered under workmen's compensation while on official state business.
- iv. Auto Tow Protection (ATP)
- v. Emergency Sickness Protection (ESP)
- vi. Supplement Liability Insurance (SLI)

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

e. The traveler is to purchase gasoline at reasonable cost from a local gasoline station prior to returning the rental. No reimbursement is permitted for mileage not related to official state business.

7. 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 claims require receipts to account for total daily amount claimed.

E. Travel with Overnight Stay: Travelers may be reimbursed for meals according to the following schedule.

1. 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.

2. 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.

3. 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.

F. Alcohol - reimbursement for alcohol is prohibited.

G. Exceptions

1. Lodging Overage Allowances - The Appointing Authority of the Agency has the authority to approve actual lodging provisions of these regulations on a case-by-case basis by no more than **seventy-five percent** over current listed rates for the Baton Rouge, New Orleans and New Orleans' surrounding parishes, Lake Charles and Lake Charles surrounding parishes. For all other areas, the Appointing Authority of the Agency will have the authority to approve actual lodging provisions of these regulations on a case-by-case basis by no more than **twenty-five percent** over current listed rates. 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 Agency's travel reimbursement files. This authority shall not be delegated to any other person. Reimbursement requests must be accompanied by receipts.

2. Per Diem Overage Allowances - (Receipts required) The Appointing Authority of the Agency has the authority to approve per diem provisions of these regulations on a case-by-case basis by no more than **twenty-five percent** over current listed rates. 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 Agency's travel reimbursement files. This authority shall not be delegated to any other person.

- 3. 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. The request for reimbursement must be accompanied by receipts or other supporting documents for each item claimed and shall not be extravagant and will be reasonable in relationship to the purpose of the travel.

VI. 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 Appointing Authority.

2. Single Day Travel: Meals are not eligible for reimbursements on single day travel with a duration of less than 12 hours. This means that when an authorized traveler of the State is in travel status where no overnight stay is required and is of a duration of less than 12 hours no meals are eligible for reimbursement. The Appointing Authority shall determine the reasonableness of when an overnight stay is justified.

However, the Appointing Authority may authorize Single Day Meal reimbursements for trips with a duration of less than 12 hours 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 Agency. For any instance where there is no overnight stay for a traveling employee, Accounting will keep the approvals in the travel file and will take appropriate steps to report the reimbursement as wages to the employee.

In general, to receive any reimbursement for meals, an employee must be in travel status for a minimum of 12 hours.

The maximum allowance for meal reimbursement for single day travel with a duration of at least 12 hours will be \$48.00.

- 1. Breakfast & Lunch** (\$24.00) The 12 hour duration must begin at or before 6 a.m.
- 2. Lunch** (\$14.00) The 12-hour duration in travel status must begin at or before 10:00 a.m.
- 3. Lunch & Dinner** (\$38.00) The 12-hour travel duration must end at or after 8 p.m.
- 4. Breakfast, Lunch & Dinner** (\$48) The 12-hour travel duration must begin at or before 6:00 a.m. and end at or after 8:00 p.m.

G. Meals and Lodging Allowances

1. Meal Allowance – Includes Tax and Tips. (See attached chart at the end of this guide for details.) 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 (See attached chart at the end of this guide for details.) **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 Appointing Authority on a case-by-case basis. When two or more employees on official state business share a lodging room, the Agency will reimburse the actual cost of the room; subject to a maximum amount allowed for an individual traveler times the number of employees.

Appointing Authority 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 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 shall seek a hotel that does not exceed the price of the actual conference hotel.

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

H. Agency Hosted Conferences

1. Cost of meals and refreshments direct billed to the Agency in conjunction with Agency-sponsored in-state meeting, conference, or convention shall not be extravagant and will be reasonable in relationship to the purpose of the meeting, conference, or convention.

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

- i. Catering-Served on properties where catering is not required: not to exceed \$2.00 per person, per morning and/or afternoon sessions.
- ii. Catering-Served on properties that require catered services: not to exceed \$4.50 mandated gratuity per person, per morning and/or afternoon sessions.

iii. The employee in charge of conference arrangements shall be required to submit the following:

- Sign-in sheet
- Agenda
- Receipts
- Advance approval from Appointing Authority

I. Extended Stays - For travel assignment involving duty for extended periods (31 or more consecutive days) at a fixed location, the reimbursement rates indicated should be adjusted downward whenever possible. Claims for meals and lodging may be reported on a per diem basis supported by lodging receipt. Care should be exercised to prevent allowing rates in excess of those required to meet the necessary authorized subsistence expenses. The Appointing Authority shall authorize only such travel allowances as are justified by the circumstances affecting the travel.

VII. Parking and Related Parking Expenses-travelers should always seek the lowest cost parking option available.

A. Parking at the Baton Rouge Airport-the State rate is currently \$3.50 per day. The Agency may pay up to \$5.00 per day if warranted and approved. (**NOTE:** The current State contract rate is available for Baton Rouge Airport Parking for the outside, fenced lot; not in the parking garage). It is the responsibility of the traveler to inform the parking attendant that they are eligible for the State rate, evidenced by producing their printed travel itinerary issued by the state contracted travel agency. For each transaction a receipt is required.

B. Parking for the New Orleans Airport—the State rate is currently \$6.00 per day and \$36.00 weekly at **Park ‘N Fly**. The Agency may pay up to \$8.00 per day if warranted and approved. It is the responsibility of the traveler to inform the parking attendant that they are eligible for the State rate, evidenced by producing their printed travel itinerary issued by the state contracted travel agency. For each transaction a receipt is required.

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

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

VIII. 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 except as stated in #'s 2 & 3 below).

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. Actual cost of Internet use charges assessed traveler to conduct assigned Agency business for which the traveler has received prior written approval from the department manager. (Receipt required for over \$3.)

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 Appointing Authority.

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 must be furnished.

IX. 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.

B. 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.

C. 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).

D. All special meals must have prior approval from Appointing Authority in order to be reimbursed. Reimbursement for alcohol is prohibited.

E. The Appointing Authority may authorize a special meal, which shall not be extravagant and shall be reasonable to be served in conjunction with a working meeting of Agency staff or the Board of Commissioners.

F. The Agency shall keep a record of all special meal reimbursements made. The reports shall 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.

X. INTERNATIONAL TRAVEL

A. All international travel must be approved by the Appointing Authority of the Agency prior to departure, and requests for approval must be accompanied by a detailed account of expected expenditures (such as room rate/date, meals, local transportation, etc.), the funding source from which reimbursement will be made, 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 Class D area rates for per diem, unless U.S. State Department rates are requested and authorized by the Appointing Authority of the Agency prior to departure. Receipts are required for reimbursement claimed at the U.S. State Department rates.

XI. WAIVERS

The Appointing Authority of the Agency may waive in writing any provision in these regulations when the best interest of the Agency will be served.

LHFA Per Diem and Routine Lodging Rates as of 7/1/10

In-State Cities	Per Diem Class	Full Day Per Diem	Routine Lodging
Baton Rouge - EBR	A	\$38	\$103
Covington/Slidell - St. Tammany	A	38	99
Lafayette	A	38	89
Lake Charles - Calcasieu	A	38	82
New Orleans - Orleans, St. Bernard, Jefferson & Plaquemines Parishes (July 1 - Sept 30)	B	48	104
New Orleans - Orleans, St. Bernard, Jefferson & Plaquemines Parishes (Oct 1 - June 30)	B	48	133
Other	A	38	70

Current State Vehicle Rate: \$.48/mile

Per Diem Breakdowns:

Class>>	A	B	C	D
Breakfast	\$ 8	\$ 10	\$ 12	\$ 13
Lunch	12	14	16	18
Dinner	18	24	24	29
Full Day	\$ 38	\$ 48	\$ 52	\$ 60

Parking Breakdowns (RECEIPT REQUIRED):

	Standard	Maximum
Baton Rouge Airport	\$3.50/day	\$5.00/day
New Orleans Airport	\$6.00/day	\$8.00/day

Out-of-State Cities	Per Diem Class	Full Day Per Diem	Routine Lodging
Alaska	C	\$ 52	\$ 135
Alexandria, VA	D	60	225
American Samoa	C	52	135
Arlington, VA	D	60	225
Atlanta, GA	C	52	135
Austin, TX	C	52	135
Baltimore, MD	D	60	175
Boston, MA	D	60	225
Chicago, IL	D	60	200
Cleveland, OH	C	52	135
Dallas/ Fort Worth, TX	C	52	135
Denver, CO	C	52	135
Detroit, MI	C	52	135
Ft. Lauderdale, FL	C	52	135
Galveston, TX	C	52	135
Guam	C	52	135
Hartford, CT	C	52	135
Hawaii	C	52	135
Houston, TX	C	52	135
Kansas City, MO	C	52	135
Las Vegas, NV	C	52	135
Los Angeles, CA	C	52	135
Miami, FL	C	52	135

Out-of-State Cities	Per Diem Class	Full Day Per Diem	Routine Lodging
Minneapolis/St. Paul, MN	C	\$ 52	\$ 135
Nashville, TN	C	52	135
New York City, NY	D	60	225
Oakland, CA	C	52	135
Orlando, FL	C	52	135
Philadelphia, PA	C	52	135
Phoenix, AZ	C	52	135
Pittsburgh, PA	C	52	135
Portland, ME	C	52	135
Portland, OR	C	52	135
Puerto Rico	C	52	135
Sacramento, CA	C	52	135
San Antonio, TX	C	52	135
San Diego, CA	C	52	135
San Francisco, CA	D	60	175
Seattle, WA	D	60	175
St. Louis, MO	C	52	135
Tampa, FL	C	52	135
Virgin Islands	C	52	135
Washington, D.C.	D	60	225
Wilmington, DE	C	52	135
Other International Cities	D	60	200
Other Out-of-State Cities	B	48	85

MILEAGE CHART

	Alexandria	Baton Rouge	Hammond	Houma	Lafayette	Lake Charles	Monroe	Morgan City	Natchitoches	New Iberia	New Orleans	Ruston	Shreveport	Slidell
Alexandria	-	141	154	192	89	93	95	160	59	112	188	97	124	202
Baton Rouge	141	-	49	85	52	123	182	77	164	75	77	208	235	97
Lafayette	89	52	101	108	-	71	184	71	142	23	129	186	213	149
Lake Charles	93	123	172	179	71	-	188	142	120	94	200	190	181	220
Monroe	95	182	218	267	184	188	-	255	95	207	259	31	98	266
New Orleans	188	77	57	57	129	200	259	90	241	138	-	285	312	34
Shreveport	124	235	284	316	213	181	98	284	71	236	312	66	-	332