



# Louisiana Housing Corporation

The following resolution was offered by Board Member Malcolm Young, Jr. and seconded by Board Member Michael L. Airhart:

## RESOLUTION

**A resolution approving a policy for the reimbursement of reasonable travel expenses incurred by members of the Board of Directors of the Louisiana Housing Corporation in connection with the discharge of their duties; and providing for other matters in connection therewith.**

**WHEREAS**, the Louisiana Housing Corporation (“LHC” or “Corporation”) was created by and pursuant to the Louisiana Housing Corporation Act contained in Chapter 3-G of the Louisiana Revised Statutes of 1950, as amended (R.S. 40:600.86 through R.S. 40:600.111); and

**WHEREAS**, La R.S. 40:600.89(C)(6), members of the LHC Board of Directors “may be eligible for reimbursement of reasonable travel expenses incurred in connection with the discharge of their duties only as provided by a majority vote of the Board.

**BE IT RESOLVED** by the Board of Directors of the Louisiana Housing Corporation (the “Board”), acting as the governing authority of said Corporation:

**SECTION 1.** The Board hereby approves the attached Travel Policy, effective February 11, 2015 .

**SECTION 2.** The LHC Executive Director, staff, and counsel are authorized and directed to prepare such documents as may be necessary to effectuate the above-referenced Travel Policy.

**SECTION 3.** The Chairman, Secretary, and Executive Director of the Corporation are hereby authorized, empowered and directed to execute any forms and/or documents required to

be executed on behalf of and in the name of the Corporation, the terms of which are to be consistent with the provisions of this resolution.

This resolution having been submitted to a vote, the vote thereon was as follows:

**YEAS:** Mayson H. Foster, Larry Ferdinand, Michael L. Airhart, Dr. Daryl V. Burckel, John N. Kennedy, Ellen M. Lee, Matthew P. Ritchie, Guy T. Williams, Jr., Malcolm Young


**ABSTAIN:** None

**NAYS:** None

**ABSENT:** Willie Spears

And the resolution was declared adopted on this, the 11th day of February 2015.

  
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Chairman

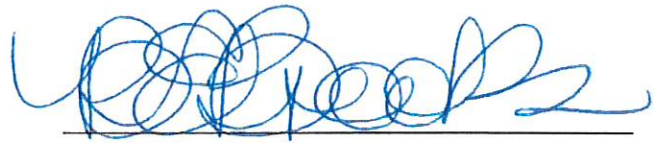
  
\_\_\_\_\_  
Secretary

**STATE OF LOUISIANA**

**PARISH OF EAST BATON ROUGE**

I, the undersigned Secretary of the Board of Directors of the Louisiana Housing Corporation (the "Board"), do hereby certify that the foregoing two (2) pages constitute a true and correct copy of a resolution adopted by said Board on February 11, 2015, entitled: "A resolution approving a policy for the reimbursement of reasonable travel expenses incurred by members of the Board of Directors of the Louisiana Housing Corporation in connection with the discharge of their duties; and providing for other matters in connection therewith."

**IN FAITH WHEREOF**, witness my official signature and the impress of the official seal of the Corporation on this, the 11<sup>th</sup> day of February 2015.



Secretary

(SEAL)



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# **TRAVEL & EXPENSE REIMBURSEMENT**

## *Policy & Procedures*

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**Mayson Foster**  
*Chairman*

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**Version 1.0**

**February 11, 2015**

## FOREWORD


Travel is essential to fulfilling the mission of the Board of Directors of the Louisiana Housing Corporation ("LHC" or "Corporation"). The LHC must establish cost effective practices that are consistently applied and that comply with federal and state regulatory requirements, while meeting the reasonable needs of travelers on Corporation business. This document addresses travel policies, authorization and allowable expenditures for travel on LHC business.

A resolution approving this policy for the reimbursement of reasonable travel expenses incurred by members of the Board of Directors of the Louisiana Housing Corporation in connection with the discharge of their duties, having been submitted to a vote of the majority of the Board of Directors, was declared adopted on the 11th day of February 2015.



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Chairman



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Secretary



**VERSION CONTROL**

Version No.	Approved Date	Revised By	Revisions
1.0	2/11/15	A. Tillman	• Initial Version

**TABLE OF CONTENTS**

<b>1</b>	<b>GENERAL PROVISIONS .....</b>	<b>6</b>
1.1	PURPOSE .....	6
1.2	AUTHORITY .....	6
1.3	POLICY .....	6
1.4	WAIVERS .....	7
1.5	DEFINITIONS.....	7
<b>2</b>	<b>TRAVEL AUTHORIZATION.....</b>	<b>10</b>
2.1	TRAVEL AUTHORIZATION REQUEST (TAR).....	10
2.2	PRE-PAYMENT OF TRAVEL EXPENSES.....	10
2.3	EXTENDED STAYS.....	10
2.4	CANCELLATIONS.....	10
<b>3</b>	<b>TRANSPORTATION.....</b>	<b>11</b>
3.1	AIR.....	11
3.1.1	<i>Travel Expenses of Spouse and Others.....</i>	<i>11</i>
3.1.2	<i>First/Business Class Travel.....</i>	<i>11</i>
3.1.3	<i>Changes, Credits, and Penalties.....</i>	<i>12</i>
3.1.4	<i>Rewards and Promotional Items.....</i>	<i>12</i>
3.2	PRIVATELY-OWNED AIRCRAFT.....	12
3.3	RENTAL VEHICLES.....	13
3.4	PERSONALLY-OWNED VEHICLES.....	14
<b>4</b>	<b>HOTEL/LODGING .....</b>	<b>14</b>
4.1	ROUTINE LODGING Overage ALLOWANCES .....	14
4.2	CONFERENCE LODGING.....	15
<b>5</b>	<b>TRAVEL EXPENSES &amp; REIMBURSEMENT .....</b>	<b>16</b>
5.1	PER DIEM .....	16
5.2	REIMBURSEMENT .....	16
5.3	REGISTRATION FEES.....	17
5.4	HOTEL/LODGING.....	17
5.4.1	<i>Routine Lodging.....</i>	<i>17</i>
5.4.2	<i>Conference Lodging.....</i>	<i>18</i>
5.5	MEALS, TIPS, & GRATUITIES.....	18
5.5.1	<i>Partial Meals.....</i>	<i>18</i>
5.5.2	<i>Conference/Event Meals.....</i>	<i>18</i>
5.5.3	<i>Alcohol.....</i>	<i>18</i>
5.5.4	<i>Baggage.....</i>	<i>18</i>
5.6	PARKING AND GROUND TRANSPORTATION.....	19
5.6.1	<i>Parking Expenses.....</i>	<i>19</i>
5.6.2	<i>Valet Parking.....</i>	<i>19</i>
5.6.3	<i>Baton Rouge Airport.....</i>	<i>19</i>
5.6.4	<i>New Orleans Airport.....</i>	<i>19</i>
5.6.5	<i>Ground Transportation.....</i>	<i>19</i>
5.7	MILEAGE .....	20
5.7.1	<i>Routine In-State Travel.....</i>	<i>20</i>



5.7.2 *Out-of-State Travel* .....20

5.8 COMMUNICATIONS EXPENSES.....20

5.9 CHARGES FOR STORAGE AND HANDLING OF LHC EQUIPMENT.....21

5.10 LUGGAGE ALLOWANCES.....21

5.11 LAUNDRY SERVICES .....21

5.12 MISCELLANEOUS EXPENSES .....21

5.13 PERSONAL CONVENIENCE EXPENSES.....22

5.14 TSA PRE✓™ PROGRAM ENROLLMENT FEE .....22

5.15 CLUB MEMBERSHIPS .....22

5.16 RECEIPT REQUIREMENTS .....23

5.17 OVERAGES .....23

6 INTERNATIONAL TRAVEL ..... 24

7 APPENDIX A - ALLOWABLE RATES..... 25

8 APPENDIX B – MILEAGE CHART..... 25

## **1 GENERAL PROVISIONS**

### **1.1 Purpose**

The Louisiana Housing Corporation (“LHC” or “Corporation”) understands that travel is essential to the execution of the mission of the Corporation. The LHC Board of Directors must establish cost effective practices that align with the Corporation’s existing travel policies, are consistently applied and that comply with state and federal requirements, while meeting the reasonable needs of travelers on Corporation business.

### **1.2 Authority**

The Louisiana Housing Corporation was created by the Louisiana Housing Corporation Act in 2011 as a public body corporate and politic, and instrumentality of the state (R.S. 40:600.88 et seq.). The powers of the Corporation are vested in the Board of Directors (“Board”) who elects a Chairman. Pursuant to the authority vested in the Chairman, the Chairman directs that these policies shall be followed by all Board members.

### **1.3 Policy**

The Corporation is hereby authorized to pay for or reimburse individuals for properly approved and appropriately documented travel expenditures as described herein. Travel expenses shall be limited to those expenses necessarily incurred by the Board in the performance of a public purpose authorized by law. The traveler is responsible for understanding this policy before planning and commencing travel for the Corporation. Expense limits will be strictly enforced.

La. R.S. 40:600.89(C)(6) provides that the members of the Board of Directors may receive compensation of fifty dollars (\$50.00) per diem for their services and may be eligible for reimbursement of reasonable travel expenses incurred in connection with the discharge of their duties only as provided by majority vote of the Board.

Business travel, including travel for training purposes, must be approved in advance and be in writing other than normal travel to and from Board meetings. The Chairman’s travel requests and reimbursement should be approved in writing by the Vice Chairman and a second Board member and be in compliance with policy. Requests for travel and reimbursement by all other Board members should be approved in writing by the Chairman and be in compliance with policy. All travel expenditures should be in accordance with the approved budget.

## 1.4 Waivers

The Chairman may waive in writing any provision in these regulations, except those mandated by state or federal law, when the best interest of the Corporation will be served.

## 1.5 Definitions

**Approval Chain** – Travel authorization requests for the Chairman must be approved by the Vice Chairman. Travel expense reimbursements for the Chairman must be approved by the Vice Chairman and a second board member. Travel authorization requests for the Vice Chairman and all other Board members must be approved by the Chairman. Travel expense reimbursements for the Vice Chairman and all other Board members must be approved by the Chairman.

### **Authorized Persons** –

- a. Advisors, consultants, and contractors or other persons who are called upon to contribute time and services to the Corporation 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 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.)

**Corporate Card** – A credit card issued by a financial institution to LHC to make official business purchases directly from vendors. The individual named on the card is authorized to make certain business purchases on behalf of LHC, and the bill is paid directly by the Corporation.

**Corporation** – Louisiana Housing Corporation

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

***Domestic Travel*** - Consists of travel to any destination within the United States, including Alaska and Hawaii, and all United States possessions and territories.

***Emergency Travel*** – Under extraordinary circumstances, where the best interests of the Corporation require that travel be undertaken not in compliance with this policy. Approval after the fact by the Chairman may be given if appropriate documentation is presented promptly.

***Employee*** – Employees below the level of officers.

***Group Travel*** - Travel by LHC employees or Board of Directors who may be traveling in groups for projects or conferences, etc.

***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.

***Incidental Travel*** - Consists of travel to short distances such as between LHC offices or running business errands etc.

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

***Meals*** – breakfast, lunch, and dinner meals including taxes and tips.

***Officers of the Corporation*** – Executive Director as per La. R.S. 40:600.90

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

***Overnight Travel*** - Consists of travel that requires lodging for overnight stay.

***Per Diem*** – A flat rate paid in lieu of travel reimbursement for meals and incidental expenses.

***Recruiting/Speakers/Visitors Travel*** - Consists of travel by non-LHC individuals; such travel expenses are reimbursable only if the purpose is for LHC business.

***Same Day Travel*** - Consists of travel within the same day and does not require overnight stay. Such travel may include travel between offices for meetings, field inspection visits, etc.

***State Travel Agency*** - Short's Travel Management.

**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.

**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 LHC 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 Corporation, which has been approved by the Executive Director of the Corporation. For all other mileage, it shall be computed on the basis of odometer readings from point of origin to point of return or by using online mapping services.

**Traveler** – An officer, employee, or authorized person when performing authorized travel.

## **2 TRAVEL AUTHORIZATION**

With the exception of conferences for the National Council of State Housing Agencies (NCSHA) and all other housing associations of which LHC holds membership, and duly called Board meetings, all travel must be authorized by the Chairman (or by the Vice Chairman if the Chairman is the traveler) prior to the trip and will require appropriate signatures for approval of any reimbursement as described in Section 5.2.

The Corporation may pre-pay for travel done with the purpose of conducting official LHC business. Expenses related to travel shall be limited to those expenses necessarily incurred in the performance of a public purpose authorized by law to be performed by the Corporation and must be within the limitations prescribed herein, except as otherwise stated in this policy.

### **2.1 Travel Authorization Request (TAR)**

All travel should be initiated no less than four (4) weeks in advance of the trip by submitting an approved Travel Authorization Request to the Board Secretary. Failure to submit a TAR or submission of incomplete TARs may delay, or in some cases, may prevent travel arrangements from proceeding.

### **2.2 Pre-Payment of Travel Expenses**

The Chairman should approve, in writing, any travel and related costs (e.g., airfare, lodging, and registration) to be paid direct by the Corporation. In order to expedite advanced payments and to secure the best rates, an approved TAR form must be submitted to the Board Secretary at least four (4) weeks in advance of the scheduled trip.

### **2.3 Extended Stays**

In cases where vacation time is added to a business trip, any cost variance in expenses such as airfare, car rental and/or lodging must be clearly identified. Any expenses incurred containing business and extended stay that is not readily identifiable will be pro-rated. The Corporation will not pre-pay any personal expenses with the intention of being "repaid" at a later time, nor will any personal expenses be reimbursed. The cost of the extended trip cannot exceed what the trip would otherwise cost the Corporation.

### **2.4 Cancellations**

When unable to complete a scheduled trip, failure of a Board member to cancel a hotel or airfare reservation or failure to notify the Board Secretary of changes in travel plans may result

in loss of travel privileges. Expenses incurred by the Corporation as a result of a traveler's failure to cancel reservations will be reimbursable to the Corporation by the traveler.

### **3 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.

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.

The sections below outline the Corporation's policy regarding modes of travel.

#### **3.1 Air**

Commercial air travel will only be reimbursed at the coach/economy class rates unless such rates are not available.

##### ***3.1.1 Travel Expenses of Spouse and Others***

###### **3.1.1.1 Non-business Expenses**

In general, the expenses of a spouse, family member, or other person accompanying the board member are not payable.

###### **3.1.1.2 Exceptions**

It is expected that there will be no exceptions to this policy, which is designed to assure compliance with legal requirements. Any request for an exception in truly extraordinary circumstances must be approved, in advance of the travel, by the Chairman

##### ***3.1.2 First/Business Class Travel***

The Corporation will not pay for or reimburse for first class or business fare unless warranted by a medical condition, recommended by the traveler's physician, documented and pre-approved by the Chairman. When a traveler prefers a higher class than is authorized, the

traveler must pay the incremental difference and the reason for using other than the lowest priced airfares should be documented on the expense report.

### ***3.1.3 Changes, Credits, and Penalties***

Vouchers or credits for unused air tickets must be used for Corporation business. Such credit is to be used within one year of the booking date or before it expires.

Travelers must cancel the reservation 24-hours before departure to avoid suspension of unused ticket. If the ticket is not cancelled and becomes suspended, some airlines may allow it to be reopened, but there is an airline fee to do so. Once cancelled the traveler should retain the invoice/receipt sent upon completion of original purchase. This receipt has the original ticket number which will be needed to process the new reservation and use of the unused ticket. Unused tickets are valid one year from date of original purchase and carrier may require travel to be completed one year from date of original purchase. Simply communicate to your agent at the time of the new reservation that you have an unused ticket along with the ticket number (information on report, if unknown by traveler) so that you may get credit for the unused portion.

Airlines will charge a reissue fee which can vary based on carrier and destination. This reissue fee will be assessed along with any new fare amount higher than the original purchase price. The agent will quote all fees associated when new reservation is made.

Tickets which are unused by a traveler should always be monitored by the traveler and the Corporation. Travelers should ensure that any unused ticket is considered when planning future travel arrangements. Some airlines have a policy which would allow for a name change to another employee within the Corporation.

### ***3.1.4 Rewards and Promotional Items***

Travelers may retain promotional items, including frequent flyer miles, earned on official LHC travel. However, if a traveler makes travel arrangements that favor a preferred airline/hotel/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.

## **3.2 Privately-owned Aircraft**

Travel by privately-owned aircraft must be pre-approved by the Chairman and should be limited to those situations for which air travel is justified and where commercial service is either not available between departure and destination points or cannot accommodate

necessary time schedules. Travel by privately-owned aircraft is authorized only if the owner of the aircraft does not have a business interest with the Corporation and is insured under a policy of liability insurance providing coverage for third-party bodily injury and property damage at a minimum comprehensive limit of \$1,000,000. Such policy must carry an explicit description or appropriate reference of the aircraft covered and shall insure the person operating the aircraft.

Reimbursement for the use of privately-owned aircraft will be made at the current state vehicle rate or at the lesser of state contract rate or coach economy airfare.

### **3.3 Rental Vehicles**

Rental vehicles must be approved in advance and only upon showing that the rental is the only or most economical means by which the purpose of the business trip can be accomplished. Only the cost of a compact or intermediate 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. Detailed receipts and documentation of the business purpose are also required for reimbursement.

Insurance billed by car rental companies is not reimbursable for domestic travel. All insurance coverage for rental vehicles, other than the State's in-state and out-of-state mandatory contracts is provided by the Office of Risk Management. Should a collision occur while on official state business, the accident should immediately be reported to LHC's Fleet Management, who will notify the ORM and the rental company.

Any damage involving a third party must be reported to appropriate law enforcement entity to have a police report generated.

It is recommended 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 Chairman, required insurance costs may be reimbursed for travel outside the 50 United States only.

Any personal rental days on a vehicle rented for official LHC business is not reimbursable.

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 LHC business.

### **3.4 Personally-owned Vehicles**

If a personal vehicle is used for business purposes, the Board member must document the business purpose and submit vehicle odometer readings (beginning and ending) and the number of miles traveled for business. Claims for mileage reimbursement will be paid in accordance with the mileage allowance authorized in the State of Louisiana's Travel Guide in effect on the dates of travel.

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.

## **4 HOTEL/LODGING**

Lodging incurred on business travel will be reimbursed in accordance with the lodging rate authorized in the State of Louisiana's Travel Guide (in effect at the date of travel) for that location, plus tax and any mandatory surcharge. Detailed receipts are required for reimbursement. The Chairman's approval must be provided to allow lodging expenses to be pre-paid by the Corporation.

When a double hotel room is occupied by the traveler and others whose attendance does not constitute a business purpose, the Corporation will pay the single room rate. The single vs. double room rate must be provided in the expense report or backup documentation. If the single room rate is not available or provided, the amount paid will be 85% of the double rate. In all cases, only reasonable and necessary accommodations will be paid.

### **4.1 Routine Lodging Overage Allowances**

The Chairman may approve actual routine lodging provisions on a case-by-case basis by no more than 75% over current listed rates for areas where the Governor has declared an emergency. For all other areas, the Chairman will approve actual lodging provisions on a case-by-case basis by no more than 50% 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 Corporation's travel reimbursement files. Reimbursement requests must be accompanied by receipts.

## **4.2 Conference Lodging**

The Chairman has the authority to approve the actual cost of conference lodging, for a single occupancy standard room, when the traveler is staying at the designated conference hotel. The Chairman's approval must be provided to allow lodging expenses to be pre-paid by the Corporation or direct billed to the Corporation. Detailed lodging receipts are required to be obtained by the traveler and submitted to the Board Secretary upon return. No reimbursements are allowed for the costs of attending functions unrelated to the conference (i.e. tours, golf tournaments, etc.).

## 5 TRAVEL EXPENSES & REIMBURSEMENT

The appointed members of the Board of Directors receive a per diem payment for board meetings attended and services rendered and are also reimbursed for their actual expenses incurred in the performance of their duties as Directors. All travel, with the exception of conferences of the National Council of State Housing Agencies (NCSHA) and all other housing associations of which LHC holds membership, must be pre-approved by the Chairman, and must be directly beneficial to the Corporation.

Members of the Board will be reimbursed for reasonable actual expenses using detailed itemized receipts, but may opt to be reimbursed for routine meals (including tax and tips) within the meal allowance tier (see Appendix A) without providing receipts. If a situation presents the need to exceed the published tier allowances, detailed, itemized receipts must be submitted as supporting documentation in order to process reimbursements at actual cost.

Meals and incidental expenses exceeding the daily allowance rate shall not be extravagant and should be reasonable in relationship to the purpose of the travel and must be approved by the Chairman for full reimbursement.

All travelers must complete and submit a Travel Expense Account (TEA) form within two (2) weeks of the conclusion of the trip. The Corporation 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.

### 5.1 Per Diem

A flat rate per diem of \$50 each day per appointed member is allowable for board meetings attended in accordance with La. R.S. 40:600.89(C)(6).

### 5.2 Reimbursement

Payments are only made with proper documentation and for allowable expenses.

All claims for reimbursement for travel shall be submitted to the Board Secretary on the Travel Expense Account (TEA) form within two (2) weeks following the completion of travel and shall include all details provided for on the form. It must be signed (in ink) by the person claiming reimbursement and include required signatures for approval of reimbursement:

- i. The Chairman's travel expenses should be approved (in writing) by the Vice Chairman and a second Board member.
- ii. Expenses for Board members should be approved (in writing) by the Chairman.

The traveler must attach to the form the original copies of the detailed/itemized receipts supporting all expenditures, and documentation of the business purpose. The traveler must also document on the form the (1) time and date of departure; (2) time and date of return; (3) destination; (4) travel related costs paid direct by the Corporation; and (5) travel costs paid out-of-pocket. [Note: Reimbursement for all travel costs is subject to the limitations established in this policy.]

**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 criminal and civil liability within the provisions of state law.**

### **5.3 Registration Fees**

Costs are reimbursed in full with a copy of the registration form/receipt and with evidence that payment was made.

The Chairman's approval must be provided to allow the cost of registration to be pre-paid or direct billed to the Corporation. A copy of the registration form/receipt is required.

Additional fees over and above the base conference fees for outings and other social events at a conference or meeting are considered personal in nature and are not reimbursable.

### **5.4 Hotel/Lodging**

Hotel/lodging expenses for travel with overnight stay will be reimbursed in accordance with the current Corporation lodging rates plus any tax or mandatory surcharge as indicated in the Appendix. Receipt (zero balance folio) is required.

In instances when hotel/lodging is not pre-paid and a reimbursement is required, the following shall apply:

#### **5.4.1 Routine Lodging**

For hotel/lodging rates only, the inclusion of suburbs shall be determined by the Chairman on a case-by-case basis. When two or more board members on official LHC business share a

room, the Corporation will reimburse the actual cost of the room; subject to a maximum amount allowed for an individual traveler times the number of board members.

#### ***5.4.2 Conference Lodging***

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 that all conference hotels are unavailable, then the traveler should seek a hotel that does not exceed the price of the actual conference hotel. Authorization to reserve a more expensive hotel room must be received from the Chairman in writing prior to booking.

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

### **5.5 Meals, Tips, & Gratuities**

Board members will be reimbursed for meals, tips, and gratuities at actual cost with itemized receipts. Tips for meals should never exceed 20%.

#### ***5.5.1 Partial Meals***

Partial meals such as continental breakfast or airline meals are not considered meals.

#### ***5.5.2 Conference/Event Meals***

Attendance at a conference or other event in which a meal is provided does not guarantee consumption and an attendee may claim actual cost reimbursement with receipts.

#### ***5.5.3 Alcohol***

Reimbursement for alcohol is strictly prohibited.

#### ***5.5.4 Baggage***

Hotel Allowances - Up to \$3 tip per hotel check-in and \$3 tip per hotel checkout, if applicable.

Airport Allowances - Up to \$3 tip for airport outbound departure trip and \$3 tip for inbound departure trip.

## **5.6 Parking and Ground Transportation**

### ***5.6.1 Parking Expenses***

Travelers should always seek the lowest cost parking option available. Travelers using motor vehicles on official LHC business will be reimbursed for reasonable storage fees, for all other parking except as listed below, ferry fares, and road and bridge tolls. For each transaction a receipt is required.

### ***5.6.2 Valet Parking***

Tips for valet parking will only be reimbursed at a rate of \$2 per day.

### ***5.6.3 Baton Rouge Airport***

Travelers on official LHC business are eligible to park at the Baton Rouge Airport at the state rate (see Appendix for current rates). It is the responsibility of the traveler to inform the parking attendant that they are eligible for the state rate.

Documentation required to receive the contract price (no receipts required) for parking in the indoor parking garage is a state ID and Baton Rouge Airport certificate or State of Louisiana flight itinerary. This certificate must be completed and presented when exiting the parking area at Baton Rouge Airport. Therefore, the traveler must have both this certificate and their state ID badge to receive the state rate. The certificate can be found on the Division of Administration's website at: <http://www.doa.louisiana.gov/osp/travel/parking/BRairport.pdf>.

### ***5.6.4 New Orleans Airport***

Travelers on official LHC business are eligible to park at the New Orleans Airport -Park 'N Fly (no receipts required) for a flat per day rate, which will be inclusive of the per day charge and all allowable taxes/fees minus the state tax, in which state employees on official business are exempt. No other documentation will be required to receive this rate. (See Appendix for current rates).

### ***5.6.5 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 LHC travel. Taxi reimbursement claims, including rideshare services such as Uber, require receipts to account for total daily amount claimed.

Airport shuttle limousines, taxis and all other public transportation where a receipt is

available, requires a receipt for reimbursements. A driver's tip for shuttle/limousines and taxis may be given and must not exceed 15% of total charge. Amount of tip must be included on receipt received from driver/company.

All other forms of public ground transportation, where a receipt is not possible and other than those listed above, are limited to \$15 per day without a receipt, claims in excess of \$15 per day requires a receipt.

## **5.7 Mileage**

### ***5.7.1 Routine In-State Travel***

A mileage allowance shall be authorized for travelers approved to use personally owned vehicles while conducting official LHC business. Mileage shall be reimbursable at the current state vehicle rate.

Reimbursements will be allowed at the current state vehicle rate per mile to travel between a common carrier/terminal and the point of departure, i.e. home, office, etc., whichever is appropriate and in the best interest of the Corporation. See allowable mileage between Louisiana cities in Appendix B.

### ***5.7.2 Out-of-State Travel***

When the use of a privately owned vehicle has been approved by the Chairman for out-of-state travel for the traveler's convenience, the traveler will be reimbursed for en 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 additional expenses incurred that would not have normally been incurred if air transportation had been used en route to and from destination. This includes meals and lodging.

If a traveler is asked to take their personally owned vehicle out-of-state for a purpose that will benefit the Corporation, then the Chairman may on a case-by-case basis determine to pay a traveler for all or part of en route travel expenses. TEAs should be documented and reconciled accordingly.

## **5.8 Communications Expenses**

For official LHC business – all costs (receipts required except as stated below).

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. Board members with an LHC-issued cell phone are not eligible for reimbursement.

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.

Actual cost of Internet use charges assessed traveler to conduct assigned Corporation business. (Receipt required for over \$3.)

## **5.9 Charges for Storage and Handling of LHC Equipment**

Receipts are required for reimbursement.

## **5.10 Luggage Allowances**

Travelers will be reimbursed for airline charges for first checked bag for a business trip of 5 days or less and for a second checked bag for a 6 - 10 day business trip and/or any additional baggage which is business related and required by the department. The traveler must present a receipt to substantiate these charges.

Travelers will be reimbursed for overweight baggage only in the following circumstances:

- When traveling with heavy or bulky materials or equipment necessary for business
- The excess baggage consists of organization records or property

**Note:** Traveler should always consider shipping materials to the final destination or splitting materials into additional pieces of luggage to avoid the excess baggage charges.

## **5.11 Laundry Services**

Board members travelling for more than seven days and 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.

## **5.12 Miscellaneous Expenses**

Miscellaneous expenses necessary for the continuity/fulfillment of the travel or work assignment may be reimbursed. These expenses should under no circumstances place the traveler in a position of personal gain. Daily work life expenses are the personal responsibility of

the traveler whether they are in the workplace or in travel status. With this policy in mind, caution should be used when claiming or approving miscellaneous expenses.

Original itemized receipts are required for miscellaneous expenses along with an explanation of the expense on the TEA form.

### **5.13 Personal Convenience Expenses**

Expenses not directly related to the business travel requirements may not be charged to, and will not be reimbursed by the Corporation. Some examples of personal convenience expense items include private car and hired driver, haircuts and personal grooming, spa services, passports, immunizations and visas when not required as a specific and necessary condition of the travel assignment, personal entertainment expenses including but not limited to in-flight movies, headsets, health club facilities, hotel pay-per-view movies, in-theatre movies, social activities and related incidental costs. Laundry and dry cleaning expenses may be reimbursed by the Corporation for a business trip lasting seven days or longer.

### **5.14 TSA Pre✓™ Program Enrollment Fee**

The Corporation may reimburse employees who travel by air on Corporation business more than three times per year for fees associated with enrolling in the Department of Homeland Security's (DHS) Trusted Traveler program known as TSA Pre✓™. This program allows pre-approved, low-risk travelers the opportunity to apply for expedited screening at participating U.S. airports. The enrollment fee is non-refundable and in the event that an applicant is deemed ineligible for the program and rejected, the Corporation will be unable to reimburse the employee's application fee.

For applications and eligibility requirements, log on to <http://www.tsa.gov/tsa-precheck>.

### **5.15 Club Memberships**

The Corporation will not pay for or reimburse for airline club memberships.

### 5.16 Receipt Requirements

RECEIPT REQUIRED	NO RECEIPT REQUIRED
<ul style="list-style-type: none"> <li>✓ Actual Cost reimbursement for meals and incidental expenses</li> <li>✓ Flight (Boarding Passes) &amp; Luggage</li> <li>✓ Hotel/Lodging Folio</li> <li>✓ Airport Parking</li> <li>✓ Ground Transportation (taxi, rideshare, subway, bus, shuttle, ferry, tolls)</li> <li>✓ Registration fees</li> <li>✓ Single day travel (all expenses)</li> <li>✓ Internet usage (over \$3)</li> <li>✓ Storage and equipment handling</li> <li>✓ Luggage charges</li> <li>✓ Laundry services</li> <li>✓ Miscellaneous expenses</li> </ul>	<ul style="list-style-type: none"> <li>✓ Per Diem               <ul style="list-style-type: none"> <li>- Attendance at Board meetings</li> </ul> </li> <li>✓ Meals (including tax and tips) within the allowable daily rate (see Appendix A)</li> </ul>

### 5.17 Overages

In the unlikely event that a traveler's reimbursement is overpaid, the Accounting Department must be notified and the excess must be returned immediately. Failure to do so may result in legal action.

## 6 INTERNATIONAL TRAVEL

International travel must be approved by the Chairman prior to departure, unless specific authority for approval has been delegated to a designee. 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.

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 Chairman or his designee, prior to departure. Itemized receipts are required for reimbursement of meals and lodging claimed at the U.S. State Department rates.

It is the Corporation's decision, if justification is given, to allow employees to be reimbursed for a VISA and/or Immunizations when the traveler is traveling on behalf of the Corporation on official business. However, it is not considered best practice for the Corporation to reimburse for a Passport, therefore, Passport reimbursements must be submitted to the Chairman for approval along with detailed justification as to why this reimbursement is being requested/approved.

## 7 APPENDIX A - ALLOWABLE RATES

The LHC adopts the allowances established by the Division of Administration in PPM 49. For the most current rates, go to: <http://www.doa.louisiana.gov/osp/travel/travelpolicy.htm>.

## 8 APPENDIX B – MILEAGE CHART

The mileage chart for intrastate is below.

	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