

LOUISIANA TRAVEL POLICY TRAINING



PPM49 POLICY AND PROCEDURE MEMORANDUM 49

PPM49 SMART PHONE APP



www.doa.la.gov/Pages/osp/Travel/mobileapp.aspx

NEW URL ADDRESS

PPM49 ACCESS FOR WHILE YOU ARE TRAVELING – USE WEB ADDRESS ABOVE ON YOUR PHONE AND ACCESS FROM LEO “P” OR “H” NUMBER

- **CATEGORIES INCLUDE:**
 - MEAL ALLOWANCE TIERS/PRICING
 - HOTEL ALLOWANCE TIERS/PRICING
 - RENTAL CAR – (discount codes and phone numbers)
 - TIPS SECTION
 - TAXI SECTION
 - LUGGAGE SECTION

Mailing Address:
P.O. Box 94095
Baton Rouge, Louisiana 70804
-9095

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[Airfares/Airport Information](#)



[Contract Travel Agency](#)



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[LaCarte Purchasing Card](#)



[FAQs/Training Request](#)



UPDATES!

CHANGES TO PPM49


- **MANDATORY UTILIZATION OF HOTELPLANNER CONTRACT HAS BEEN REMOVED FROM ALL APPLICABLE SECTIONS THROUGHOUT PPM49**
- **THE DEPARTMENT HEAD, AT A MINIMUM OF THREE MONTHS PRIOR TO EXPIRATION, MUST REVIEW ALL UNUSED AIRFARE TO DETERMINE, BASED ON THE TRAVELER'S JUSTIFICATION, IF REIMBURSEMENT FROM THE TRAVELER MUST BE MADE TO THE AGENCY FOR THE AMOUNT OF THE UNUSED TICKET. ALL FILES MUST BE PROPERLY DOCUMENTED.**
- **RESORT FEES ARE NOT ALLOWABLE UNLESS ATTENDING A CONFERENCE AND/OR IF A TRAVELER IS STAYING IN A CITY THAT ALL HOTELS ARE CHARGING A RESORT FEE.**
- **PARKING FLY PROMOTIONAL CODE HAS CHANGED TO 0050930**

State of Louisiana
Division of Administration
Office of the Commissioner

MANDATORY USE OF STATE CARD PROGRAM

MEMORANDUM

TO: Agency Heads, Undersecretaries, P-Card Section Heads, Agency Purchasing and Travel Personnel, Agency Purchasing and Travel Card Program Administrators

FROM: Kristy Nichols 
Commissioner of Administration

DATE: September 18, 2014

RE: Mandatory Use of State Card Program for Specific Higher Cost Travel Expenses

HIGH COST TRAVEL EXPENSES

In continuing efforts of streamlining processes, I am mandating utilization of the State's Travel Card, P-Card or CBA (Controlled Billed Account) for all higher cost travel expenditures. Therefore airfare, lodging, vehicle rentals and registration must be placed on the LaCarte or Travel card or a CBA. This will improve the State's ability to perform data analytics on travel expenditures and provide the data necessary to inform negotiations with vendors.

SUCH AS:

To allow time for agencies to educate travelers and revise or develop any internal procedures, this mandate will be effective November 1, 2014.

Some agencies have requested and received approval to utilize the LaCarte card for travel expenditures. Please ensure to follow all program requirements if your agency wishes to handle this mandate through the LaCarte Program.

If you have any questions or concerns, please contact Tammy Toups, Assistant Director of State Travel at tammy.toups@la.gov.

Thank you in advance for your continued cooperation.

AIRFARE LODGING VEHICLE RENTALS REGISTRATION

CONTRACTED TRAVEL AGENCY

SHORT'S TRAVEL MANAGEMENT

TOLL FREE: 888-846-6810

EMAIL: STATE@SHORTSTRAVEL.COM

WEBSITE: WWW.SHORTSTRAVEL.COM/LA

AFTER HOURS SERVICE

(AFTER 5:00 PM AND ON WEEKENDS)

888-846-6810

**PLEASE NOTE THAT THERE IS A \$21 CHARGE
PER CALL FOR AFTER HOUR SERVICES**

(Agency will have final decision on reimbursement of this charge, which should depend on reason for call, i.e. true emergency, and not to check on flight time, hotel information, etc.)

TRUE NORTH TRAVEL SOLUTIONS

****MOTOR COACH TRAVEL ONLY**

DIRECT: 312-698-8991

FAX: 312-284-4802

EMAIL: NICK@TRUENORTH-TRAVEL.COM

AIRFARE REIMBURSEMENTS

Transaction Fee for 2016-17 is \$19.50 to speak to an agent and only \$2 for on-line

The fee is not refundable, but reimbursable; nor is it considered when comparing airfare rates

Costs of preferred or premium seats are not reimbursable – check-in within 24 hours of departure or at a minimum 30 minutes prior to departure/loading

UNUSED TICKETS

- ❑ Travelers should monitor unused tickets
 - GET EMAILS TO UTILIZE OR NOTIFY AGENCY FOR SOMEONE ELSE TO UTILIZE; NOTIFICATION SENT 90, 60, 30 AND 14 DAYS PRIOR TO EXPIRATION
 - LISTED ON DASHBOARD OR HOME PAGE WHEN YOU LOG INTO BOOKING SYSTEM
- ❑ Should always use unused ticket credits first when traveling on future trips
- ❑ If traveler knows not going to travel within expiration date of unused ticket, get with travel program administrator to change ticket name, if possible
- ❑ Department Head at minimum of three months prior to expiration must review and determine, based on justification, if reimbursement from traveler is required.
 - ❑ FILES MUST BE PROPERLY DOCUMENTED

PERSONAL VEHICLES

51 CENTS PER MILE

Odometer Readings

Website Mileage Calculator

Personal Vehicle Changes

- ▣ Personal Mileage Reimbursement
 - Up to 99 Miles Maximum Per Trip/Day

- ▣ Over 100 Miles of Travel
 - Utilize State Vehicle, If Available
 - Rent Vehicle from State Motor Pool Rental Contract from Enterprise Rent-A-Car
 - Use Personal Vehicle with Reimbursement Up To 99 Miles

- ▣ NO MILEAGE REIMBURSEMENT OR RENTALS IF EMPLOYEE IS RECEIVING A MONTHLY ALLOWANCE
 - Only when flying out of state

Onetime Bypass/Program Exemption

Exemptions from Program Requires a Justification be Sent to Commissioner of Administration with Justification as to why Rental is NOT Feasible.

Exemption Means Not Required to Use Motor Pool Rental Contract and May be Reimbursed Actual Mileage

State Contractors – Exempt for contracts entered into prior to March 1, 2013
ONLY

Board and Commission Members ONLY are exempt

RENTAL VEHICLES

VEHICLE SIZE REIMBURSEMENT:
COMPACT OR INTERMEDIATE

REQUIRES PRIOR APPROVAL FROM DEPARTMENT
HEAD OR DESIGNEE - MAY BE DONE ON ANNUAL
BASIS

MANDATORY IN-STATE AND OUT-OF-STATE

PERSONAL USE OF RENTAL VEHICLE DURING A
RENTAL FOR OFFICIAL STATE BUSINESS IS NOT
ALLOWED.

IN-STATE VEHICLE RENTAL CONTRACT

ENTERPRISE – NA1403

Enterprise will provide the following:

- ▣ Pick-up, free of charge, from a business or home with advance notice
- ▣ Free upgrade if allowed/needed size vehicle is unavailable
- ▣ No charges for additional drivers
- ▣ 24/7 Roadside Services
- ▣ Rates include unlimited mileage for all rentals based out of Louisiana
- ▣ In the event that the State traveler has need for the vehicle before Enterprise's normal hours of operation, Enterprise will start rental charges at 7:30 A.M. the morning for which the rental is needed with pickup before the close of business the night prior
- ▣ No Drop-off charges for rentals in Louisiana that commence in Louisiana
- ▣ Allowance of age 18 or older to drive rental vehicles, with valid driver's license, and age 25 or older to drive a 12- and 15-passenger van when meeting Enterprise's other normal renter qualifications. 18-20 year old renters will be limited to Intermediate size vehicles and below and be assessed a \$5.00/day surcharge

State Motor Pool Rental Contract Special Conditions

CDW/Damage Waiver Insurance along with \$1 Million Liability Protection Coverage is included in the In-State Motor Pool Rental Contract price.

NO OTHER INSURANCE WILL BE REIMBURSED WHEN RENTING, EXCEPT FOR OUTSIDE OF THE 50 UNITED STATES, SEE SECTION 1504.C.3.i.

There should be no other charges added to the base price, unless you reserve your vehicle at an airport location (which is NOT recommended).

OUT-OF-STATE DOMESTIC VEHICLE RENTAL CONTRACTS

- ▣ NATIONAL/ENTERPRISE – NA1403
- ▣ HERTZ – 70592

MANDATORY

- CITY/STATE SURCHARGE DIFFERENTIAL RATES
- INCLUDES CDW/DAMAGE WAIVER; \$1 MILLION LIABILITY PROTECTION
- FREE UPGRADES
- DIRECT BILLING
- UNLIMITED MILEAGE FOR ROUND TRIP
- ONE-WAY DROP-OFF CHARGE MAY BE APPLICABLE
- SMOKING DAMAGE FEE

GASOLINE

NO GASOLINE
FROM RENTAL
COMPANIES

- REQUIRES SPECIAL APPROVAL FROM DEPARTMENT HEAD AND DOCUMENTATION OF NECESSITY

REGULAR
UNLEADED
OR DIESEL
ONLY

- MID-GRADE, SUPER, PLUS OR PREMIUM NOT NECESSARY
- APPLICABLE FOR STATE-OWNED VEHICLES AND RENTAL VEHICLES

GROUND TRANSPORTATION

(TAXI, SHUTTLE, BUS, SUBWAY, ETC.)

- AIRPORT SHUTTLE/LIMOUSINES AND TAXI REIMBURSEMENTS NEED A RECEIPT - REGARDLESS OF AMOUNT
- TIP ALLOWED FOR SHUTTLES/LIMOUSINES AND TAXIS NOT TO EXCEED 15% - TIP MUST BE ON THE RECEIPT
- UP TO \$15 /DAY FOR ALL OTHER GROUND TRANSPORTATION - NO RECEIPT NEEDED

PARKING

- **BATON ROUGE AIRPORT**
 - INDOOR/OUTDOOR PARKING
 - \$3.50 PER DAY (NO RECEIPT)
 - COUPON REQUIRED AND STATE ID

- **NEW ORLEANS AIRPORT**
 - PARK-N-FLY - OUR WEBSITE
 - \$7.00 PER DAY; \$42.00 PER WEEK

- **OTHER PARKING; FERRY FARES AND ROAD AND BRIDGE TOLLS -**
 - \$5.00 PER DAY WITHOUT RECEIPT
 - OVER \$5.00 MUST HAVE RECEIPT



MEALS

Policy has 4 Tiers

Allowances (Not Per-Diem) Include Tax & Tips

No Receipts Required - UNLESS CASH ADVANCE

Partial Meals such as Continental Breakfast or Airline Meals are not considered Meals

LODGING

**Routine
Travel VS.
Conference**

**Base Rates
Plus Taxes,
Mandatory
Surcharges**

**Receipts
Required**

Routine and Conference Lodging

- › Routine – Department Head up to 50 Percent Over
 - Case-by-Case Basis –
 - **ONLY FOR LODGING – NO OTHER AREAS**
 - Justification showing that attempts were made with hotels in area to receive State/best rate.

- › Conference – Department Head Approval for Actual Cost
 - Designated Conference Hotel
 - Single Occupancy Standard Room
 - Several Designated – Should Utilize Lowest

- › Agency Hosted Conference must have sign-in sheet of participants

HOTEL RESERVATIONS

<http://louisiana.hotelplanner.com/>

▣ HOTELPLANNERS

- Hotelplanner has offered a 2.5% incentive rebate to each agency, university, board and commission for their employees' use of the portal.
- The rebate earned on all completed travel booked through the portal. Individual reservation, group and athletic team reservations, along with conference lodging rooms for in-state and out-of- state conferences. The funds will be mailed to each parent agency, as listed within the portal.

Lodging/Meals with Family

- Meals with relatives or friends may not be reimbursed unless the host can substantiate costs for providing for the traveler. The reimbursement amount will not automatically be the meal cost for that area, but rather the actual cost of the meal.
 - i.e. The host would have to show proof of the cost of extra food, etc. Cost shall never exceed the allowed meal rate listed for that area.

- Lodging with relatives or friends may not be reimbursed unless the host can substantiate costs for accommodating the traveler. The amount will not automatically be the lodging cost for that area, but rather the actual cost of accommodations.
 - i.e. The host would have to show proof of the cost of extra water, electricity, etc. Cost shall never exceed the allowed routine lodging rate listed for that area.

MISCELLANEOUS EXPENSE

- ▣ COMMUNICATION EXPENSES
 - BUSINESS
 - PERSONAL
- ▣ INTERNET CHARGES
- ▣ TIPS FOR BAGGAGE:
 - *HOTEL- \$3 Max per hotel check-in and \$3 per hotel check-out
 - *AIRPORT- \$3 Max per outbound departure and \$3 per inbound trip
- ▣ LUGGAGE ALLOWANCES:

Department Head may approve reimbursement for first checked bag for trip of 5 days or less and second bag for trip of 6-10 days.
Additional baggage required by agency -
Receipt Required.

