

LOUISIANA TRAVEL POLICY TRAINING



PPM49
POLICY AND PROCEDURE MEMORANDUM 49

PPM49 SMART PHONE APP



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

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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Bank of America.



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[LaCarte Purchasing Card](#)



[FAQs/Training Request](#)



UPDATES!

Comment

CHANGES TO PPM49

- **Mandated Travel Agency changes to Christopherson Business Travel on January 1, 2021**
- **Personal vehicle mileage reimbursement has been changed to \$0.57 per mile, up to a maximum of 99 miles, without prior approval.**
- **Training courses which are several days and have a designated hotel and rate, can be considered a “conference hotel” and therefore the designated rate can be allowed. Documentation showing actual conference rate is required.**
- **USPARK’s uncovered parking is reimbursable with at receipt (as published on USPARK.net)**
- **Special Meals always require a sign-in sheet/roster**
- **TIER PRICING HAS CHANGED IN SOME AREAS. PLEASE REVIEW PPM49 IN ITS ENTIRETY**

MANDATORY USE OF STATE CARD PROGRAM

State of Louisiana
Division of Administration
Office of the Commissioner

FOR

MEMORANDUM

TO: Agency Head, Interagency Director, Chief Section Head, Agency Chief of Staff, Chief of Staff, and Agency Chief of Administration

FROM: Kristy Nichols, Commissioner of Administration

DATE: September 18, 2014

RE: Mandatory Use of a State Card Program for Specific Higher 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 improve negotiations with vendors.

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 are currently utilizing 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.

GROUP TRAVEL
AIRFARE
LODGING
VEHICLE RENTALS
REGISTRATION



**CONTRACTED TRAVEL AGENCY
THROUGH DECEMBER 31, 2020 ONLY**

**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.)

**STM DRIVEN
Short's Travel Management
Direct: (319) 433-0851
Mobile: (773) 512-3840
Email: ngyllin@STMDriven.com**



**CONTRACTED TRAVEL AGENCY
BEGINNING JANUARY 1, 2021**

**CHRISTOPHERSON BUSINESS TRAVEL
5588 S. Green Street, Salt Lake City, UT 84123**

CHRISTOPHERSON'S TRAVEL ADVISOR TEAM

TOLL FREE: 800-961-0720

DIRECT: 205-874-857

HOURS: 7:00 AM - 8:00 PM CT, Monday - Friday

EMAIL: statela@cbtravel.com (State Advisor Team)

EMAIL: statelauniv@cbtravel.com (University Advisor Team)

WEBSITE: <https://app.cbtat.com/>

CHRISTOPHERSON'S ONLINE SUPPORT

TOLL FREE: 888-535-0179

HOURS: 8:00AM – 7:00PM CT, Monday - Friday

MOTOR COACH TRAVEL

Nick Gyllin

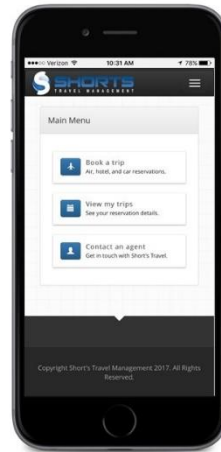
Direct: (773) 766-8123

Email: ngyllin@STMDriven.com



SHOR TS

TRAVEL MANAGEMENT



- Travelers are able to book airfare
- Access Itineraries
- View trip details

AIRFARE REIMBURSEMENTS

Transaction Fee 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 120, 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**
- Delta and American**

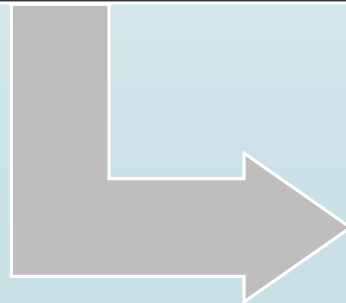
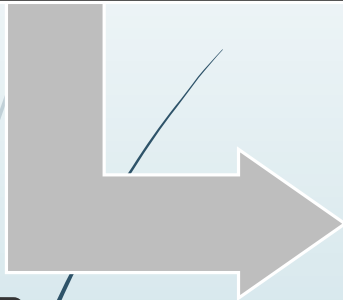
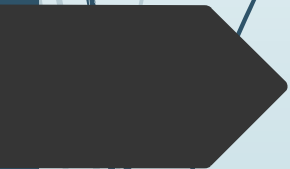
FILES MUST BE PROPERLY DOCUMENTED

PERSONAL VEHICLES

**57 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 - 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

RENTAL VEHICLES

VEHICLE SIZE REIMBURSEMENT:

COMPACT OR INTERMEDIATE/STANDARD

**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**
- **THERE SHOULD BE NO OTHER CHARGES, EXCEPT .78 CENTS RECOVER FEE, ADDED TO THE RENTAL VEHICLE'S BASE PRICE**

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

- **GROUND TRANSPORTATION REIMBURSEMENTS NEED A RECEIPT**
- **TIP ALLOWED NOT TO EXCEED 20% - TIP MUST BE ON THE RECEIPT**
- **UBER AND LYFT ALLOWED – MUST HAVE A RECEIPT FOR REIMBURSEMENTS** only a standard size vehicle is reimbursable with an itemized receipt. Premium or larger vehicles size are not reimbursable. Any additional charges other than standard fare rates are not reimbursable (i.e. wait time fees). Travelers should utilize the most economic ground transportation without occurring additional markup fees. Reimbursements only on standard fares and “Tolls, Surcharges and Fees”.

PARKING

➤ BATON ROUGE AIRPORT

- INDOOR/OUTDOOR PARKING
- \$4.50 PER DAY (**RECEIPT REQUIRED**)
- COUPON REQUIRED AND STATE ID

➤ NEW ORLEANS AIRPORT

- USPARK'S UNCOVERED PARKING ONLY
- **RECEIPTS REQUIRED**

➤ 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

**No Receipts Required –
UNLESS CASH ADVANCE**

**Allowances
(Not Per-Diem)
Include Tax & Tips**



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
- › Agency Hosted Conference must have sign-in sheet of participants
- › **No Resort Fees**



HOTEL RESERVATIONS

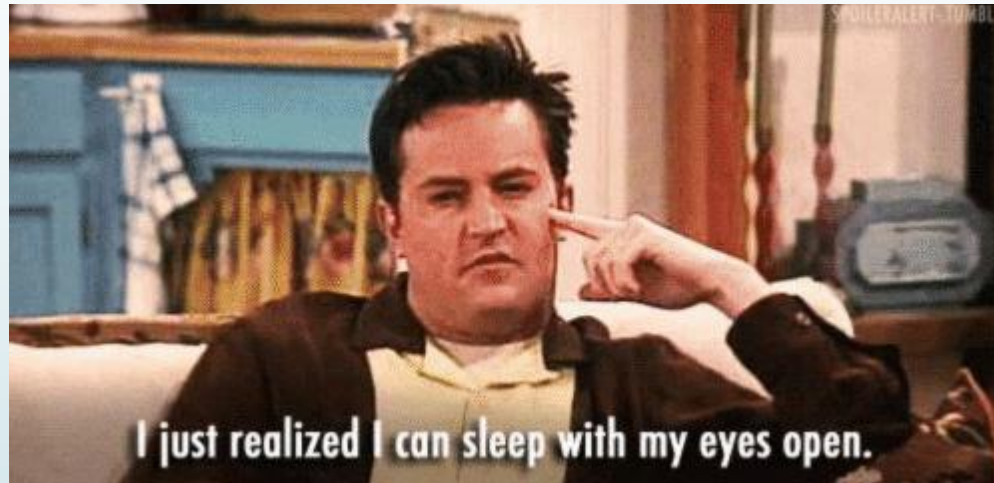
<http://louisiana.hotelplanner.com/>

- ▶ 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.

MISCELLANEOUS EXPENSE

- COMMUNICATION EXPENSES - BUSINESS
- INTERNET CHARGES
- TIPS FOR BAGGAGE:
 - *HOTEL- \$5 Max per hotel check-in and \$5 per hotel check-out
 - *AIRPORT- \$5 Max per outbound departure and \$5 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.**

If you're still awake do you have questions?



Thank you!