

Table of Contents

Chapter 1: Introduction	1
1.01: Purpose	1
1.02: Expense Approval	1
Chapter 2: Clerks of Court	1
2.01: General Guidelines	1
2.02: Expense Categories	2
2.03: General Courses of Instruction	3
2.04: Postage Expense	5
2.05: Office Supply and Copy Expenses.....	6
2.06: Rentals and/or Leased Storage	6
2.07: Office Personnel Expense	7
2.08: Deputy Parish Custodians and Other Personnel Expenses	8
2.09: Expenses of an Extraordinary Nature	9
2.10: Security	9
2.11: Professional Services	9
2.12: Identification Cards or Commissioner Certificates.....	10
2.13: All Other Expenses	10
Chapter 3: Parish Board of Election Supervisors	10
3.01: General Guidelines	10
3.02: Expense Categories	10
3.03: Miscellaneous and Extraordinary Expenses	13
Appendix A: Official Parish Journals	
Appendix B: State Travel Guide, Travel Expense Account (Travel Reimbursement)	
Appendix C: Executive Order No. JBE-17-18 (Small Purchase Procedures)	
Appendix D: Uniform Fee Schedule for Copies of Public Records	
Appendix E: Election Time and Expense Reports	
Appendix F: Expense Reimbursement Form	
Appendix G: Expense Approval Request Form	
Appendix H: Request for Security Form	

Chapter 1: Introduction

1.01: Purpose

In accordance with provisions of [Louisiana A.C. 31:701 & 703](#), the Louisiana Department of State/Secretary of State has adopted this Election Expense Manual to provide clerks of court and parish boards of election supervisors (PBES) guidance on election expenses and/or other related expenses that are allowable for reimbursement under Louisiana law and by the secretary of state.

1.02: Expense Approval

Any expense that requires advanced approval by the secretary of state should be directed to the commissioner of elections in writing or by email for approval by the secretary of state or their designee, unless otherwise noted. In the case of an emergency, a telephone approval may be requested and **MUST** be followed up in writing or by email. While expenses for the PBES are listed separately, these expenses may be reimbursed through the clerks of court on behalf of the PBES.

Chapter 2: Clerks of Court

2.01: General Guidelines

(A.) Annual Requirements

- (1) Each clerk of court **MUST** submit a copy of their payroll policy regarding overtime pay for employees that perform election related duties after regular work hours annually to the secretary of state.
- (2) The payroll policy **MUST** be submitted by February 1st of each year; however, if there were no changes made to the prior year's submission, an email stating that there were no changes to the payroll policy by February 1st will suffice. Emails should be directed to the commissioner of elections.

(B.) Guidelines for Reimbursement - The guidelines detailed in this section apply to all clerks of court for conducting elections and commissioner schools of instruction. The election code ([La. R.S. 18:1400.3\(E\)](#)) provides for the reimbursement of election expenses by clerks of court for:

- (1) Actual expenses to publish notices required by law in the official parish journal and any other journal of the parish to insure maximum coverage;
- (2) Itemized expenses to conduct the general courses of instruction for commissioners and commissioners-in-charge;
- (3) Documented expenses incurred by a clerk of court to fulfill an election duty imposed by law include:
 - (a) Postage and office supplies;
 - (b) Rental space and instructional paraphernalia to conduct schools of instruction;
 - (c) Personnel used for election duties when work is performed outside of the regular office hours of the clerk; and

(d) Incidental expenses, which are any expense not specifically provided for in this manual, incurred in conducting general courses of instruction.

(4) Expenses of extraordinary nature incurred by a clerk of court for an election which received prior approval of the secretary of state or their designee;

(5) Expenses incurred to pay for law enforcement officers to escort the draymen in the hauling of voting machines for elections; and

(6) Expenses incurred to pay for law enforcement offices to maintain order during tabulation and counting of votes at the Clerk of Court's Office.

(C.) Any election expense incurred by a clerk of court for a precinct in which their parish governing authority is not in compliance with [La. R.S. 18:532](#) or [La. R.S. 18:532.1](#) (precincts under 300 active registered voters without an exception approved by the secretary of state in accordance with law) will be reimbursed to the clerk of court and the total amount of expenses for that precinct will then be billed by the secretary of state to the parish governing authority.

(D.) Commissioner payment information is required by [La R.S. 18:425\(E\)](#) to be submitted to the secretary of state within **seven days** of the election. The clerk of court **MUST** transmit the names, addresses, social security numbers, commissioner type, and ward/precinct by entering the information into the Election and Registration Information Network (ERIN) system. The secretary of state is required to pay the commissioners **within 30 days of receipt** of the commissioner payment information from the clerk.

2.02: Expense Categories

(A.) Public Notices - The secretary of state will reimburse a clerk of court for advertising public notices in the official parish journal that are required by law, and in other publications as authorized by law. The following is the present listing of all legally required public notices:

(1) Election emergency due to a certified state of emergency - Notice of any delay or suspension and rescheduling of an election, early voting or qualifying **MUST** be published at least once in a newspaper of general circulation in the affected area if time permits, and broadcast as a public service announcement on radio and television stations where practicable; ([La. R.S. 18:401.1](#))

(2) Emergency relocation of polling places due to a certified state of emergency - Notice of relocation of any polling place **MUST** be published in the official journal of the parish or any other newspaper of general circulation in the precinct(s) affected, if reasonable time exists. The heading of the notice **MUST** read: NOTICE OF CHANGE OF POLLING PLACE. Any electronic media notice that is reasonable and is submitted for prior approval of the secretary of state is also reimbursable under this section for this purpose; ([La. R.S. 18:401.2](#))

(3) Commissioner schools - Notice of a general course of instruction, at least annually, **MUST** be publicized in a manner reasonably calculated to encourage maximum attendance and participation; ([La. R.S. 18:431](#))

(4) Voidance of election for reopening of qualifying - Notice **MUST** be given whenever the qualifying period is reopened, pursuant to [La. R.S. 18:469](#) and additional candidates qualify and cause the votes for the primary to be void. The notice **MUST** include the dates for the rescheduled primary and general elections in accordance with [La. R.S. 18:469\(D\)](#). If the

election district includes all or part of more than one parish, each parish clerk of court **MUST** publish the notice;

(5) Qualifying dates - Notice of all qualifying dates published in accordance with the guidelines herein will be a reimbursable expense; and

(6) Any other reasonable publication - For any reasonable publication not legally required, a clerk of court may request prior written approval from the secretary of state or their designee before publication for reimbursement in accordance with these guidelines.

(B.) Official Parish Journal - A listing of Official Parish Journals may be found in [Appendix A](#) or may be viewed online on our [website](#). The Official Parish Journals may be changed annually, so please check with the Secretary of State's Office or on our website to make sure you have the correct parish journal before publication. This [Appendix A](#) will be updated annually.

(C.) Publication in other journals - The secretary of state will reimburse a clerk of court for advertising public notices in other journals of the parish or political subdivision that are required by law if a clerk of court provides notice in writing to the secretary of state of the need for such advertisement to insure maximum coverage of the public notice, and prior approval is given by the secretary of state or their designee. Such approval will remain in effect for as long as the circumstances remain the same.

(D.) Uniform size of publication - The secretary of state prescribes a uniform size of a quarter of a page for all public notices, unless prior approval is given by the secretary of state or their designee for a larger size.

(E.) Running time of publication - The secretary of state prescribes public notices run for two days as determined by the clerk of court, unless prior approval is given by the secretary of state or their designee for additional time.

(F.) All requests for reimbursement **MUST** include the following:

- (1) Original paper or electronic invoice from publisher;
- (2) Original paper or electronic tear sheet from publisher; and
- (3) Written justification and secretary of state approval for other publications, if any.

Note: The secretary of state will **not** reimburse the advertising of any public notice that includes any personal promotion of a clerk of court, including but not limited to a clerk of court's photo or promotional text.

2.03: General Courses of Instruction

(A.) The secretary of state will reimburse a clerk of court for conducting a general course of instruction for **commissioners** at least annually and a pre-election course for commissioners-in-charge, commissioners and alternate commissioners who are selected to serve in each election.

(B.) A general course may include several days of instruction at various times and days for maximum attendance. Should a clerk of court need to conduct additional general courses of instruction for commissioners, they **MUST** give written notice to the secretary of state. The additional schools will be reimbursed in accordance with these guidelines.

(C.) A pre-election course **MUST** be held for all presidential and congressional elections and may be held for all other elections, unless the clerk of court gives notice to the commissioners **at least 14 days prior** to the election that a pre-election course will not be held. This notice **MUST** be given for the commissioners to receive payment equivalent to attending a pre-election course of instruction.

(D.) The secretary of state will reimburse a clerk of court for conducting a general course of instruction for **commissioners-in-charge**, at least once between August and December each year. A general course may include several days of instruction at various times and days for maximum attendance. Should a clerk of court need to conduct additional general courses of instruction for commissioners-in-charge, they **MUST** give written notice to the secretary of state and the additional schools will be reimbursed in accordance with these guidelines.

(E.) The secretary of state will reimburse for the rental space for any course of instruction if the clerk of court requests written prior approval of the secretary of state or their designee, provided that no building space is available in the parish free of charge. In addition, the secretary of state will reimburse for any insurance which is required to use the rental space.

(F.) The secretary of state is required by [La R.S. 18:421](#) to provide instructional paraphernalia to conduct schools of instruction **for commissioners and commissioners-in-charge** to be approved by the Attorney General. The need for additional copies of any training document(s) provided by the secretary of state must be requested from the secretary of state. If the secretary of state is unable to fill the request for additional copies, a clerk of court may copy or reprint any training document(s) and reimbursement will be provided upon the prior written approval of the secretary of state. If a Supplemental Instruction Manual is prepared by a clerk of court for training purposes, such manual **MUST** be submitted to the secretary of state for review and approved by the Attorney General in accordance to La R.S. 18:421.

(G.) The secretary of state will reimburse for incidental expenses incurred in conducting the general courses of instruction if the clerk of court requests written prior approval of the secretary of state or their designee. Incidental expenses include any expense not specifically provided for in this manual.

(H.) A clerk of court must utilize the secretary of state's contracted drayman in the parish for hauling of the voting machines for any school of instruction. In the event the drayman cannot make the delivery, the clerk of court must request prior written approval of the secretary of state to obtain the services elsewhere; however, the cost to be paid for the delivery may not exceed the contracted cost per machine for the drayman in that parish. The original invoice and the written approval, if any, must be submitted for payment.

(I.) All requests for reimbursement **MUST** include the following:

- (1) Itemized expense listing for conducting general schools for commissioners with receipts, if applicable;
- (2) Itemized expense listing for conducting general schools for commissioners-in-charge with receipts, if applicable;
- (3) Itemized expense listing for conducting pre-election schools with receipts, if applicable;
- (4) Itemized expense listing for incidentals for commissioner schools with receipts, if applicable;

- (5) Itemized expense listing for incidentals for commissioner-in-charge schools with receipts, if applicable;
- (6) Invoice, if any, for instructional paraphernalia and written approval from the secretary of state;
- (7) Rental space and insurance invoice, if any, and written approval from the secretary of state; and
- (8) Drayage services invoice, if contracted with a company other than state contracted drayman and written approval from the secretary of state.

2.04: Postage Expense

(A.) Postage cost will be reimbursed according to [Subchapter 2.05\(A\)](#) for all legally mandated election correspondence.

(B.) Legally mandated correspondence includes:

- (1) Notice of pre-election course of instruction - Notice **MUST** be given for a pre-election course of instruction for commissioners-in-charge, commissioners, and alternate commissioners who are selected to serve in the election or notice may be given that no such course will be conducted. A pre-election course of instruction is required for all presidential and congressional general elections in accordance with [La. R.S. 18:431\(B\)\(1\)](#) and [La. R.S. 18:431\(B\)\(5\)](#);
- (2) Notice of commissioner-in-charge course of instruction - Notice **MUST** be given to each commissioner for the course of instruction for commissioners-in-charge of the date, time and place of such course; [\(La. R.S. 18:433\(A\)\(3\)\)](#)
- (3) Any report to the parish board of election supervisors and/or secretary of state - Notice **MUST** be given to the parish board of election supervisors and the secretary of state of the general course of instruction and notice **MUST** be given to provide the names and other information of each person issued a certificate. Such notice may be submitted electronically by email or through ERIN, if available; [\(La. R.S. 18:431\)](#) [\(La R.S.18: 433\(A\)\(5\)\)](#)
- (4) Notice to candidates of the preparation, testing and sealing of voting machines - The clerk of court **MUST** give notice to each candidate of the time and place of preparation and testing of Election Day machines, sealing of machines, and that each candidate or their representative may be present to observe. [\(La. R.S. 18:1373\)](#) Notice is also required to be given to each candidate at the time of qualifying (in person) to contact the registrar of voters for the time and place for the preparation of the early voting machines. This duty may be fulfilled by printing the Chronological Table in ERIN to give to the candidate at qualifying (found under ERIN Clerk Tab, Elections/Candidates, Reports, Chronological Table). [\(La. R.S. 18:1309.1\)](#)
- (5) Notice to candidates of the opening of the voting machines - Notice is required to be posted (not mailed) in a prominent place in the Clerk of Court's Office of the time and place where voting machines will be opened after the election; [\(La. R.S. 18:573\)](#)
- (6) Instructional information to the commissioners for an election or any other mailings to commissioners; and
- (7) Distribution of ballot numbers as assigned by the secretary of state.

Note: The secretary of state assigns ballot numbers and informs the clerk of court when such numbers are ready for distribution to the candidates. ([La. R.S. 18:551](#))

(C.) A clerk of court may request written prior approval from the secretary of state for reimbursement for postage for any other election matter that is not legally mandated.

(D.) All requests for reimbursement for postage for any other election matter that is not legally mandated **MUST** include the following:

- (1) Itemized listing of postage use; and
- (2) Written approval of the secretary of state, if any.

2.05: Office Supply and Copy Expenses

(A.) The secretary of state will reimburse a clerk of court for legally mandated correspondence for election related matters, such as those listed above in [Subchapter 2.04](#) , as an office supply reimbursement at the maximum allowable cost of \$1 per mail piece. This \$1 mail piece includes any stationary, envelope, label, copy cost, and postage.

(B.) The clerk of court may submit these office supply and copy expenses for election related matters electronically by email or through ERIN to the secretary of state, where applicable. The secretary of state may request a copy be provided of any mailing prior to reimbursement.

(C.) Any copying cost of mandated correspondence not included in a mail piece does not require prior approval from the secretary of state. Reimbursement of copying cost shall be in accordance with the [Uniform Fee Schedule](#) for copies of Public Records, [Louisiana A.C. 4:301](#), which is \$0.25 per page. [See Appendix D.](#) A detailed description of the document copied **MUST** be included in a clerk of court's request for reimbursement of copying fees. If available, the clerk of court may scan a document and email to the secretary of state in lieu of making a hard copy and charging a copy fee. The secretary of state may request a copy be provided of any document copied prior to reimbursement of copying costs.

(D.) Requests for reimbursement may include the following:

- (1) Description of mail piece (for example – commissioner letter/certificate, envelope, label), number of mail pieces and price per mail piece (cannot exceed \$1);
- (2) Description of document copied, number of copies, price per copy (cannot exceed \$0.25); and/or
- (3) Written approval of the secretary of state, if any.

2.06: Rentals and/or Leased Storage

(A.) Only rentals for commissioner schools as discussed above in [Subchapter 2.03](#) are reimbursable as an election expense.

(B.) Any other rental may only be reimbursable upon prior written approval of the secretary of state or their designee. Examples of other rentals include, but are not limited to, portable restrooms, heaters, tables and chairs, fans, transportation rentals, Election Day cell phones for polling places, etc.

(C.) Storage facilities for election returns are **NOT** a reimbursable expense.

- (D.) Some facilities may require insurance be procured during the period the facility is rented.
- (E.) All requests for reimbursement **MUST** include the following:
 - (1) Copy of purchase invoice; and
 - (2) Written approval of the secretary of state, if any.

2.07: Office Personnel Expense

- (A.) Salary expenses for employees with the Clerk of Court's Office, with the exception of the clerk of court, who work on election matters outside of the normal work hours of a clerk's office hours, are reimbursable as an election expense.
- (B.) All employees **MUST** be paid directly by the clerk of court. The payroll section within a Clerk of Court's Office **MUST** follow all tax requirements. The secretary of state will reimburse a clerk of court for the employer's share of related benefits.
- (C.) If the employee is a part-time employee, the secretary of state will reimburse the clerk of court for the employer's share of Social Security and Medicare taxes.
- (D.) All office personnel expenses **MUST** be reimbursed at each employee's hourly rate of pay or at a rate of pay set by the clerk's election pay policy. A copy of a clerk of court's election pay policy **MUST** be submitted to the secretary of state to be kept on file and resubmitted annually and/or if revised. [See Section 2.01.](#)
- (E.) All full-time and part-time employees **MUST** complete the Election Time and Expense Report form ([Appendix E](#)) provided by the secretary of state. The original form **MUST** be sent to the secretary of state for payment. The forms **MUST** be typed or completed in ink and signed by the clerk of court or their designee. On this form, the employee **MUST** list the election work performed, the actual hours worked, total hours requested for reimbursement, answer if contribute to clerk of court retirement and hourly rate of pay from the Clerk of Court's Office.
- (F.) The following examples are not a reimbursable expense by the secretary of state:
 - (1) A clerk of court employee who is on-call will be reimbursed if they are located at the Clerk of Court's Office, warehouse, or traveling to precincts and are actually working on the election;
 - (2) Expenses paid to a registrar of voters or registrar of voters' employees who work in the Clerk of Court's Office on Election Day; and
 - (3) A clerk of court employee who has been submitted to be paid through commissioner payroll.
- (G.) All requests for reimbursement for personnel expenses **MUST** include an original Election Time and Expense report for each employee.

(H.) Employee Travel

(1) Election Day travel expenses for all employees within a Clerk of Court's Office in a personal vehicle, with the exception of the clerk of court, is a reimbursable election expense, which **MUST** be supported by the following:

- (a) Justification letter of non-availability of office vehicle;
- (b) Beginning and ending odometer readings; and
- (c) Listing of the election travel destinations.

(2) This information **MUST** be reported on the Election Time and Expense Report Form for each employee, signed by the employee and the clerk of court or their designee.

(3) The secretary of state will not reimburse meals on Election Day.

(4) A clerk of court's employee will be reimbursed for mileage based upon the rate published in the State Travel Regulation [PPM #49](#). The secretary of state will not reimburse mileage for the employee to travel from their home on Election Day to their office.

2.08: Deputy Parish Custodians and Other Personnel Expenses

(A.) A clerk of court may employ persons on a temporary basis, as needed, to assist him in the performance of their duties by appointing a deputy parish custodian of voting machines for any polling place they deem necessary. Payment is set by the election code. The deputy parish custodian is responsible for delivery of the key envelope and the supplemental list to the commissioner-in-charge at least one-half hour before the opening of the polls. ([La. R.S. 18:1354\(C\)](#))

(B.) The payroll for the deputy parish custodian is completed through the ERIN system by the Clerk of Court's Office. The cost is a direct expense and distributed between the precincts in the polling place and the entities holding an election.

(C.) A clerk of court is prohibited from appointing the following persons as a deputy parish custodian and therefore, the secretary of state will not pay:

- (1) A person who has been convicted of a felony for which they have not been pardoned; or
- (2) A person who is a candidate or a member of a candidate's immediate family that serves at any polling place where the candidate's name appears on the ballot.

(D.) Janitorial services may be direct expenses for polling places with the written prior approval of the secretary of state or their designee. Once approved, the approval remains in effect as long as the polling place is in use and the circumstances do not change. The costs are distributed to the entities holding an election. Payroll for the janitor is completed through the ERIN system by the Clerk of Court's Office. The cost is distributed between the precincts in the polling place. Any changes to janitorial services rate of pay **MUST** be requested in writing to the secretary of state or their designee. The new rate of pay upon approval by the secretary of state or designee may only take effect in January.

2.09: Expenses of an Extraordinary Nature

(A.) Extraordinary expenses incurred by a clerk of court for an election which are not provided for in this manual and which have received prior written approval of the secretary of state or their designee are a reimbursable expense.

(B.) All requests for reimbursement of extraordinary expenses **MUST** include:

(1) A copy of the invoice; and

(2) A copy of the Secretary of State's Office prior approval.

2.10: Security

(A.) The clerk of court is responsible for the trucking and delivery of the voting machines to the polling places and where necessary **MUST** provide security in transit and at the polling places. The clerk of court may use local law enforcement officers, which is a reimbursable expense. Upon the request of the clerk, the chief administrative officer of the police force **MUST** furnish law enforcement officers for this purpose and failure to do so is punishable by law. ([La. R.S. 18:1354\(B\)\(5\)](#))

(B.) Payment to a law enforcement officer may be paid directly by the clerk of court or the secretary of state. The payroll section within a Clerk of Court's Office **MUST** follow all tax requirements.

(C.) Where paid directly by the clerk of court, reimbursement by the secretary of state **MUST** not be made without prior written approval of the secretary of state or their designee if reimbursement exceeds \$30 an hour, unless a higher fee is approved in advance by the secretary or their designee.

(D.) To request reimbursement for security expenses above \$30 an hour, a clerk of court **MUST** submit an original Election Time and Expense Report form for each security officer, completed and signed by the officer and the clerk of court, or their designee. A copy of the prior written approval of the secretary of state **MUST** be included in the request for reimbursement.

(E.) No reimbursement will be made for law enforcement officers who are on-call. All law enforcement officers who will be reimbursed **MUST** be located at a Clerk of Court's Office or warehouse and actually working on the election.

(F.) The secretary of state will pay to reimburse the payment of law enforcement officers hired to direct traffic at a precinct on Election Day.

2.11: Professional Services

(A.) The secretary of state will not reimburse clerks of court for obtaining any professional services, such as an accounting or computer company to prepare the commissioner's payroll to the secretary of state following an election. Any need for professional services regarding an election matter may be made in writing to the secretary of state for consideration.

(B.) The secretary of state will not reimburse a clerk of court for any computer programming, configuration, set-up, or like services for any election services, including but not limited to any webpage setups for elections. Any need for such professional services may be made in writing to the secretary of state for consideration.

2.12: Identification Cards or Commissioner Certificates

(A.) The law requires that a clerk of court issue a certification to all commissioners who attend a course of instruction and achieve a satisfactory test score, which is valid through December 31st of the year of the expiration of the issuing clerk's term of office. The certificate **MUST** instruct the commissioner to notify the clerk of any change in party affiliation and failure to do so will result in inability to serve as a commissioner. ([La. R.S. 18:431](#))

(B.) The secretary of state provides for the issuance of this certificate through the ERIN system. Any additional costs, such as the printing of identification cards for commissioners or deputy custodians in lieu of a certificate, will require the prior written approval of the secretary of state or their designee.

2.13: All Other Expenses

Reimbursement of any other election related expense not specifically provided for herein may be made only upon the advanced written approval of the secretary of state or their designee.

Chapter 3: Parish Board of Election Supervisors

3.01: General Guidelines

The guidelines detailed in this section apply to all parish boards of election supervisors who are charged with the supervision of the preparation and conduction of all elections held in a parish. Payments for reimbursement of board expenses may be made to the clerk of court on behalf of a parish board. [La. R.S. 18:1400.4\(D\)](#) provides for the reimbursement of election expenses by parish boards of election supervisors for:

- (A.) Compensation of each member as provided in [La. R.S. 18:423\(E\)](#);
- (B.) Expenses of an extraordinary nature incurred by the board for an election which have received prior approval of the secretary of state;
- (C.) Expenses incurred by a board to pay for law enforcement officers used during the tabulation and counting of absentee-by-mail and early voting ballots; and
- (D.) Any other expenses incurred by a board in the performance of its duties.

3.02: Expense Categories

(A.) Secretary or Executive Administrator Expenses

- (1) A member of the parish board of election supervisors may be elected secretary.
- (2) A parish containing a municipality with a population of 300,000 or more may employ an executive administrator. The secretary of state will not reimburse the salary or office expenses of an executive administrator.
- (3) Any parish who appoints a person other than a board member to act as secretary **MUST** have the prior approval of the secretary or their designee for any payment to perform secretarial duties.

(B.) Compensation for Performing Election Duties

(1) Each member receives \$50 for each of the six days actually spent in the performance of their duties preparing for and supervising each election, for a total of \$300 per election.

(2) For presidential or regularly scheduled congressional elections, the board members may be compensated \$50 for a seventh day, if needed, to count provisional ballots.

(3) Any designee that serves in the place of a board member may receive the \$50 daily payment if they are not being paid by their government employer at the same time or if they take leave from their official duties in order to receive the \$50 daily payment as designee for a board member. In no circumstance shall the board member be compensated for that day. Note: Any compensation paid to a designee is counted against the board member's maximum compensation.

(4) A member is prohibited by the Louisiana Ethics Code, [La. R.S. 42:1112](#) and [La. R.S. 42:1113](#), from serving and being compensated as a parish board commissioner, and therefore, the secretary of state will not pay compensation to any member who serves as a parish board commissioner. ([Ethics Op. No. 2000-414](#))

(C.) Court Appearance Compensation

Each non-public official member of the board **MUST** receive \$50 for each day spent in court as a subpoenaed witness in litigation concerning the performance of their duties in connection with an election.

(D.) Reinspection of Voting Machines

(1) Each board member is entitled to receive \$50 for the performance of their duties during a reinspection of voting machines. The candidate requesting the reinspection **MUST** be responsible for all reasonable costs associated with the reinspection. Payment **MUST** be made by the candidate to the clerk of court prior to the reinspection for all reasonable board expenses, including this allowable compensation. The secretary of state is not responsible for the payment of compensation to board members for the reinspection of voting machines.

(2) All reinspections are to be requested in writing to the clerk of court by the candidate by close of business on the fourth day following the election and held at 10 a.m. on the fifth day after the election and at any time ordered by a court. A timely filed request **MUST** be honored by the board. The member's \$50 payment for the reinspection **MUST** not be counted toward their six day limitation. If the reinspection of the voting machines, recount of absentee-by-mail and early voting ballots and/or the inspection of absentee voting applications all occur on the fifth day following the election, the member **MUST** only receive one \$50 payment for any of the three events which **MUST** not be counted toward their six day limitation. ([La. R.S. 18:573\(A\)\(3\)](#))

(E.) Recount of Absentee-by-Mail and Early Voting Ballots and Inspection Compensation

(1) Each member is entitled to receive \$50 for the performance of their duties during a recount of absentee-by-mail and early voting ballots. The candidate or person voting in the proposition election requesting the recount **MUST** be responsible for all reasonable costs associated with the recount. The board **MUST** request payment from candidate or voter in the proposition election. If the recount changes the outcome of the election, the cost paid by the candidate or voter in the proposition election shall be refunded by the clerk of court and the cost of the recount shall be a reimbursable election expense to be paid in accordance with law.

(2) All recounts are to be requested in writing to the clerk of court by the candidate by 4:30 p.m. on the fourth day following the election and held at 10 a.m. or following the reinspection of the voting machines on the fifth day after the election and at any time ordered by a court. A timely filed request **MUST** be honored if the number of absentee-by-mail and early voting ballots cast for all candidates for an office or for any voter in a proposition election could make a difference in the outcome of the election for such office or proposition. If the recount of the absentee-by-mail and early voting ballots is held at the same time as the inspection of absentee voting applications and/or the reinspection of voting machines, the member **MUST** only receive one \$50 payment for any of the three events which **MUST** not be counted toward their six day limitation. ([La. R.S. 18:1313\(J\)](#))

(F.) Inspection of Absentee Voting Affidavit Envelope Flaps

(1) Each member is entitled to receive \$50 for the performance of their duties during an inspection of absentee voting affidavit envelope flaps. The candidate requesting the inspection **MUST** be responsible for all reasonable costs associated with the inspection. The board **MUST** request payment from the candidate prior to the inspection for all reasonable board expenses, including this allowable compensation. The secretary of state is not responsible for the payment of compensation to board members for the inspection of absentee voting applications.

(2) All inspections are to be requested in writing to the clerk of court by the candidate by close of business on the fourth day following the election and held at 10 a.m. or following the recount of absentee-by-mail and early voting ballots on the fifth day after the election and at any time ordered by a court. A timely filed request **MUST** be honored by the board. If the inspection is held at the same time as the recount of the absentee-by-mail and early voting ballots and/or the reinspection of the voting machines, the member **MUST** only receive one \$50 payment for any of the three events which **MUST** not be counted toward their six day limitation. ([La. R.S. 18:1313\(J\)](#))

(G.) Duties of a board member which qualify for payment under [Subchapter 3.02 \(B\)\(1\)](#) above:

- (1) Drawing of commissioners and alternate commissioners; ([La. R.S. 18:434](#))
- (2) Sealing of early voting machines; ([La. R.S. 18:1309.1](#))
- (3) Appointment of parish board commissioners; ([La. R.S. 18:1314](#))
- (4) Tabulation and counting of absentee-by-mail and early voting ballots; ([La. R.S. 18:1313](#))
- (5) Opening of the voting machines; ([La. R.S. 18:573\(A\)\(2\)](#))
- (6) Verification of votes upon opening of voting machines; and ([La. R.S. 18:573\(B\)](#))
- (7) Counting and tabulation of provisional ballots for federal office. ([La. R.S. 18:566.2](#))

(H.) Compensation will not be paid by the secretary of state to a board member in the following instances:

- (1) When a designee served in the place of the board member (a designee may not serve for a governor's appointee);
- (2) For service as a parish board commissioner; and
- (3) For duties required to be paid by a candidate as detailed herein.

(I.) All requests for payment of a member's compensation for each election **MUST** include:

- (1) Election Time and Expense Report ([Appendix E](#)); and
- (2) Copy of Secretary of State's Office prior approval, if required.

3.03: Miscellaneous and Extraordinary Expenses

(A.) Special Meeting Expenses

(1) Under [La. R.S. 18:433\(B\)](#), the board **MUST** meet at 10 a.m. on the second Friday in January in each year to select a commissioner-in-charge to serve at each precinct in the parish, in accordance with law. This meeting is reimbursable by the secretary of state as a special meeting.

(2) No other meeting may be reimbursable as a special meeting without the advanced written approval of the secretary of state or their designee.

(3) All requests for payment to a member for a special meeting **MUST** include:

- (a) Election Time and Expense Report; and
- (b) Copy of Secretary of State's Office prior approval, if required.

(B.) Postage Expenses

(1) Postage cost will be reimbursed based upon actual cost incurred for election related matters. A parish board **MUST** account for the postage cost by listing in detail what was mailed, how many items were mailed, the cost for each item, and the total cost. The parish board may submit electronically by email or through ERIN to the secretary of state, where applicable. The secretary of state may request a copy of any item being mailed prior to reimbursement.

(2) Postage will be reimbursed for legally mandated correspondence:

(a) Lists furnished to commissioners-in-charge - Notice is required to be mailed to each commissioner-in-charge listing the names, addresses, and party affiliations of all persons registered to vote in the ward who has received certificates of instruction for the general courses. ([La. R.S. 18:431](#))

(b) Notice of hearings - Notices to commissioners for removal or disqualification hearings are to be mailed by the board. ([La. R.S. 18:433\(E\)](#)) and ([La. R.S. 18:434\(E\)](#)) and ([La. R.S. 18:434\(F\)](#))

(c) Commissioner and Alternate Commissioner Notifications - A commission **MUST** be issued to each person selected as a commissioner and as an alternate commissioner and a notice of the time, date, and place of the pre-election course of instruction. ([La. R.S. 18:434\(C\)\(1\)](#)) and ([La. R.S. 18:434\(C\)\(2\)](#))

(d) Watcher Notification ([La. R.S. 18:435\(C\)](#)) - A commission **MUST** be issued to each qualified watcher and alternate watcher named on a timely filed list.

(e) Rejected absentee-by-mail ballot or early voting ballot for cause on Election Day - Notice is required to be mailed within three days to the voter when their absentee-by-mail or early voting ballot has been challenged on Election Day and the cause thereof on a form provided by the secretary of state. ([La. R.S. 18:1315\(C\)\(3\)](#))

(3) A board may request written prior approval from the secretary of state for reimbursement for postage for any other election matter that is not legally mandated.

(4) All requests for reimbursement **MUST** include the following:

(a) Itemized listing of postage use; and

(b) Written approval of the secretary of state, if any.

(C.) Public Notice Expense

(1) The secretary of state will reimburse a board for advertising public notices in the official parish journal that are required by law, and in other publications as authorized by law. The following is a present listing of all legally required public notices:

(a) Commissioner and Alternate Commissioner Selection - Notice **MUST** be published in the official journal of the parish of the date, time and location of the meeting of the parish board of election supervisors to select commissioners and alternate commissioners before a primary election. ([La. R.S. 18:434\(A\)\(2\)](#))

(b) Location of precincts and polling places - The board's publication of the location of polling places in the parish at least once before each primary election in accordance with ([La. R.S. 18:535\(B\)](#)) is a reimbursable election expense.

(c) Other public notices - Any other reasonable public notice may be reimbursed if the parish board provides notice in writing to the secretary of state of the need for such advertisement and prior approval is given by the secretary of state or their designee.

(2) A listing of Official Parish Journals may be found in [Appendix A](#) or may be viewed [online](#). The Official Parish Journals may be changed annually, so please check with the Secretary of State's Office or on our website to make sure you have the correct parish journal before publication. This [Appendix A](#) will be updated annually.

(3) The secretary of state will reimburse a board for advertising public notices in other journals of the parish or political subdivision that are required by law if the board provides notice in writing to the secretary of state of the need for such advertisement to insure maximum coverage of the public notice, and prior approval is given by the secretary of state or their designee.

(4) The secretary of state prescribes the following uniform size of all public notices: a quarter page, unless prior approval is given by the secretary of state or their designee for a larger size.

(5) The secretary of state prescribes the following time limitation of all public notices: to run for two days as determined by the board, unless prior approval is given by the secretary of state or their designee for additional time.

(6) All requests for reimbursement **MUST** include the following:

- (a) Original paper or electronic invoice from publisher;
- (b) Original paper or electronic tear sheet from publisher; and
- (c) Written justification and secretary of state approval for other publications, if any.

(7) The secretary of state will **NOT** reimburse the advertising of any public notice that includes any personal promotion of a board member, including but not limited to a member's photo or promotional text.

(D.) Security

(1) Security for the absentee and early voting count on election night may be a reimbursable expense.

(2) All law enforcement officers may be paid directly by the parish board, the clerk of court, or the secretary of state. The payroll section **MUST** follow all tax requirements.

(3) Where paid directly by the parish board or the clerk of court, reimbursement **MUST** not be made without prior written approval of the secretary of state or their designee if the reimbursement exceeds \$30 an hour, unless a higher fee is approved in advance by the secretary or their designee.

(4) To request reimbursement of more than \$30 an hour for security expenses, a parish board or clerk of court **MUST** submit an original Election Time and Expense Report form for each security officer, completed and signed by the officer and a member of the parish board, or their designee, or the clerk of court, or their designee. A copy of the prior written approval of the secretary of state **MUST** be included in the request for reimbursement.

(5) No reimbursement will be made for law enforcement officers who are on-call. All law enforcement officers who will be reimbursed **MUST** be located at the absentee counting and actually working on the election.

(E.) Miscellaneous and Extraordinary Expenses

If the parish board of election supervisors has an expense that is not covered herein, the board may submit a written request to the secretary of state in advance of incurring said expense, for approval by the secretary or their designee for reimbursement.

Appendix A: Official Parish Journals



OFFICIAL PARISH JOURNALS

Updated: October 15, 2019
Prepared by: Secretary of State,
Elections Services
Contact: Ross Servat
(225) 922-0900

ALL EXPIRE 6/30/2020
*** Except Orleans Parish**

This listing is on our website at:
www.sos.louisiana.gov/OurOffice/GovernmentEntityRegistries/Pages/default.aspx

ACADIA

The Crowley Post Signal
602 N. Parkerson
Crowley, LA 70526
Ph: (337) 783-3450 Fax: (337) 788-0949
Email: carla.ellison@crowleytoday.com

ALLEN

Kinder Courier News
1024 3rd Ave.
Kinder, LA 70648
Ph: (337) 738-5642 Fax: (337) 738-5630
Email: kindernews@yahoo.com

ASCENSION

Gonzales Weekly Citizen
231 W. Cornerview St.
Gonzales, LA 70737
Ph: (225) 644-6397
Email: aleblanc@weeklycitizen.com

ASSUMPTION

Bayou Pioneer
3409 Hwy. 70S
Pierre Part, LA 70339
Ph: (985) 252-0501 Fax: (985) 252-0504
Email: bayoujournallegals@teche.net

AVOYELLES

Weekly News
P.O. Box 36
Marksville, LA 71351
Ph: (318) 253-9247 Fax: (318) 253-7223
Email: news@avoyelles.com

BEAUREGARD

Beauregard Daily News
P.O. Box 698
DeRidder, LA 70634
Ph: (337) 462-0616 Fax: (337) 463-5347
Email: classifieds@beauregarddailynews.net

BIENVILLE

Bienville Democrat
P.O. Box 29
Arcadia, LA 71001
Ph: (318) 263-2922 Fax: (318) 263-8897
Email: news@bienvilledemocrat.com

BOSSIER

Bossier Press-Tribune
6346 Venecia Dr.
Bossier City, LA 71111
Ph: (318) 747-7900 Fax: (318) 747-5298
Email: legals@bossierpress.com

CADDO

Caddo Citizen
203 S. Spruce St.
Vivian, LA 71082
Ph: (318) 375-3294 Fax: (318) 375-3308
Email: caddocitizen@centurytel.net

CALCASIEU

American Press
P.O. Box 2893
Lake Charles, LA 70602
Ph: (337) 494-4007 Fax: (337) 494-4092
Email: adv@americanpress.com

CALDWELL

Caldwell Watchman
P.O. Box 911
Columbia, LA 71418
Ph: (318) 649-7136 Fax: (318) 649-7776
Email: caldwellwatchman@bellsouth.net

CAMERON

Cameron Parish Pilot
P.O. Box 995
DeQuincy, LA 70633
Ph: (337) 786-8004 Fax: (337) 786-8131
Email: dequincynews@centurytel.net

CATAHOULA

Catahoula News Booster
P.O. Box 188
Jonesville, LA 71343
Ph: (318) 339-7242 Fax: (318) 339-7243
Email: catahoulalegals@bellsouth.net

CLAIBORNE

Guardian-Journal
620 N. Main St.
P.O. Box 119
Homer, LA 71040
Ph: (318) 927-3541 Fax: (318) 927-3542
Email: guardianjournal@gmail.com

CONCORDIA

Concordia Sentinel
P.O. Box 1485
Ferriday, LA 71334
Ph: (318) 757-3646 Fax: (318) 757-3001
Email: legals@concordiasentinel.com

DeSOTO

The Enterprise & Interstate Progress
202 Adams St.
Mansfield, LA 71052
Ph: (318) 872-4120 Fax: (318) 872-6038
Email: publicnotices@natchitochestimes.com

EAST BATON ROUGE

The Advocate
10715 Rieger Rd.
Baton Rouge, LA 70809
Ph: (225) 383-1111
Email: legal.ads@theadvocate.com

EAST CARROLL

Providence Journal
313 Lake St.
Lake Providence, LA 71254
Ph: (318) 559-2750 Fax: (318) 559-2750
Email: providencejournal@bellsouth.net

EAST FELICIANA

The Watchman
10705 Rieger Rd.
Baton Rouge, LA 70809
Ph: (225) 388-0128 Fax: (225) 388-0164
Email: weeklylegals@theadvocate.com

EVANGELINE

Ville Platte Gazette
P.O. Box 220
Ville Platte, LA 70586
Ph: (337) 363-3939 Fax: (337) 363-2841
Email: legals@evangelinetoday.com

FRANKLIN

Franklin Sun
P.O. Box 550
Winnsboro, LA 71295
Ph: (318) 435-4521 Fax: (318) 435-9220
Email: wanda@franklinsun.com

GRANT

Colfax Chronicle
705 C Main St.
Colfax, LA 71417
Ph: (318) 627-3737 Fax: (318) 627-3019
Email: chronicle1876@yahoo.com

IBERIA

The Daily Iberian
P.O. Box 9290
New Iberia, LA 70562
Ph: (337) 365-6773 Fax: (337) 367-9640
Email: iberianads@daily-iberian.com

IBERVILLE

Plaquemine Post South
P.O. Box 589
Plaquemine, LA 70765
Ph: (225) 687-3288 Fax: (225) 687-1814
Email: legals@postsouth.com

JACKSON

Jackson Independent
624 Hudson Ave.
Jonesboro, LA 71251
Ph: (318) 259-2551 Fax: (318) 259-8537
Email: accounting@thejacksonindependent.com

JEFFERSON

The New Orleans Advocate
P.O. Box 588
Baton Rouge, LA 70821
Ph: (225) 383-1111 Fax: (985) 626-6101
Email: legal.ads@theadvocate.com

JEFFERSON DAVIS

Jennings Daily News
P.O. Box 910
Jennings, LA 70546
Ph: (337) 824-3011 Fax: (337) 824-3019
Email: classifieds@jenningsdailynews.net

LAFAYETTE

The Daily Advertiser
1100 Bertrand Dr.
Lafayette, LA 70506
Ph: (337) 289-6300 Fax: (337) 289-6459
Email: TDA-legals@gannett.com

LAFOURCHE

Daily Comet
1629 St. Mary St.
Thibodaux, LA 70301
Ph: (985) 448-7644 Fax: (985) 448-7606
Email: legals@dailycomet.com

LaSALLE

The Jena Times/Olla-Tullos-Eurania
Signal
P.O. Box 3050
Jena, LA 71342
Ph: (318) 992-4121 Fax: (318) 992-2287
Email: editor@thejenatimes.net

LINCOLN

Ruston Daily Leader
212 W. Park Ave.
Ruston, LA 71270
Ph: (318) 255-4353 Fax: (318) 255-4006
Email: class@rustonleader.com

LIVINGSTON

Livingston Parish News
688 Hatchell Ln.
Denham Springs, LA 70722
Ph: (225) 665-5176 Fax: (225) 667-0167
Email: publicnotices@lpn1898.com

MADISON

Madison Journal
P.O. Box 791
Tallulah, LA 71284
Ph: (318) 574-1404 Fax: (318) 574-4219
Email: legal@madisonjournal.com

MOREHOUSE

Bastrop Daily Enterprise
P.O. Box 1523
Bastrop, LA 71221
Ph: (318) 734-1024
Email:
morehousepublishingcompany@gmail.com

NATCHITOCHEs

Natchitoches Times
904 Hwy. 1 South
Natchitoches, LA 71457
Ph: (318) 352-3618 Fax: (318) 352-3667
Email: publicnotices@natchitochestimes.com

ORLEANS (Expires 5/31/20)*

The Advocate/Times Picayune
365 Canal St., Ste. 3100
New Orleans, LA 70130
Ph: (504) 826-3500 Fax: (504) 826-3493
Email: legals@nola.com

OUACHITA

The Ouachita Citizen
4423 Cypress St.
West Monroe, LA 71291
Ph: (318) 396-0602, #206 Fax: (318) 396-0900
Email: news@ouachitacitizen.com

PLAQUEMINES

Plaquemines Gazette
P.O. Box 700
Belle Chasse, LA 70037
Ph: (504) 392-1619 Fax: (504) 392-7526
Email: publicnotices@plaqueminesgazette.com

POINTE COUPEE

The Pointe Coupee Banner
P.O. Box 400
New Roads, LA 70760
Ph: (225) 638-7155 Fax: (225) 638-8442
Email: pointecoupeelegal@gmail.com

RAPIDES

Town Talk
P.O. Box 7558
Alexandria, LA 71306
Ph: (888) 516-9220 Fax: (888) 516-9440
Email: legals@thetowntalk.com

RED RIVER

The Coushatta Citizen
P.O. Box 1365
Coushatta, LA 71019
Ph: (318) 932-4201 Fax: (888) 820-4160
Email: advertising@coushattacitizen.com

RICHLAND

Richland Beacon News
603 Louisa St.
Rayville, LA 71269
Ph: (318) 728-2250 Fax: (318) 728-5991
Email: beaconphotos@bellsouth.net

SABINE

Sabine Index
P.O. Box 25
Many, LA 71449
Ph: (318) 256-3495 Fax: (318) 256-9151
Email: publicnotices@sabineindex.net

ST. BERNARD

St. Bernard Voice
234 Mehle Ave.
Arabi, LA 70032
Ph: (504) 279-7488 Fax: (504) 309-5532
Email:
publicnotices@thestbernardvoice.com

ST. CHARLES

St. Charles Herald-Guide
P.O. Box 1199
Boutte, LA 70039
Ph: (985) 758-2797 Fax: (985) 758-7000
Email: legals@heraldguide.com

ST. HELENA

Daily Star
1010 C.M. Fagan Dr., Ste. 105
Hammond, LA 70403
Ph: (985) 254-7827
Email: classads@hammondstar.com

ST. JAMES

News Examiner-Enterprise
P.O. Drawer 460
Lutcher, LA 70071
Ph: (225) 869-5784 Fax: (225) 869-4386
Email: ruhrvalley@earthlink.net

ST. JOHN THE BAPTIST

L'Observateur
116 Newspaper Dr.
LaPlace, LA 70068
Ph: (985) 652-9545 Fax: (985) 652-1633
Email:
christine.browning@lobserveur.com

ST. LANDRY

Eunice News
465 Aymond St.
Eunice, LA 70535
Ph: (337) 457-3061 Fax: (337) 457-3122
Email: misty.deaville@eunicetoday.com

ST. MARTIN

Teche News
P.O. Box 69
St. Martinville, LA 70582
Ph: (337) 394-6232 Fax: (337) 394-7511
Email: legals@techetoday.com

ST. MARY

St. Mary and Franklin Banner-Tribune
115 Wilson St.
Franklin, LA 70538
Ph: (337) 828-3706 Fax: (337) 828-2874
Email: classifieds@banner-tribune.com

ST. TAMMANY

St. Tammany Farmer
P.O. Box 613
Baton Rouge, LA 70821-0613
Ph: (985) 892-2323 Fax: (985) 892-2325
Email: publicnotices@sttammanyfarmer.net

TANGIPAHOA

The Daily Star
1010 CM Fagan Dr., Ste. 105
Hammond, LA 70403
Ph: (985) 254-7827 Fax: (985) 542-5292
Email: legalads@hammondstar.com

TENSAS

Tensas Gazette
118 Arts Dr.
St. Joseph, LA 71366
Ph: (318) 766-3258 Fax: (318) 766-3258
Email: beaconphotos@bellsouth.net

TERREBONNE

The Courier
P.O. Box 2717
Houma, LA 70361
Ph: (985) 879-4557 Fax: (985) 857-2229
Email: legals@houmatoday.com

UNION

The Banner
P.O. Box 568
Bernice, LA 71222
Ph: (318) 285-7424 Fax: (318) 285-7420
Email: bernicebanner@oeccwildblue.com

VERMILION

Abbeville Meridional
P.O. Box 400
Abbeville, LA 70511-0400
Ph: (337) 893-4223 Fax: (337) 898-0922
Email: theresa.milliman@vermiliontoday.com

VERNON

Leesville Daily Leader
P.O. Box 619
Leesville, LA 71446
Ph: (337) 239-3444 Fax: (337) 238-1152
Email: classified@leesvilledailyleader.com

WASHINGTON

The Era-Leader
1137 Main Street
Franklinton, LA 70438
Ph: (985) 839-9077 Fax: (985) 839-9096
Email: steve@era-leader.com

WEBSTER

Minden Press-Herald
203 Gleason St.
Minden, LA 71055
Ph: (318) 377-1866 Fax: (318) 377-1895
Email: classifieds@press-herald.com

WEST BATON ROUGE

Westside Journal
P.O. Box 260
Port Allen, LA 70767
Ph: (225) 343-2540 Fax: (225) 344-0923
Email: westsidejournal@gmail.com

WEST CARROLL

West Carroll Gazette
512 S. Constitution Ave.
Oak Grove, LA 71263
Ph: (318) 428-3207 Fax: (318) 428-2747
Email: jesstown71263@gmail.com

WEST FELICIANA

St. Francisville Democrat
10705 Rieger Rd.
Baton Rouge, LA 70809
Ph: (225) 388-0128
Email: weeklylegals@theadvocate.com

WINN

Winn Parish Enterprise
P.O. Box 750
Winnfield, LA 71483
Ph: (318) 628-2712 Fax: (318) 628-6196
Email: advertising@winnparishenterprise.com

Appendix B: State Travel Guide, Travel Expense Account (Travel Reimbursement)



Louisiana Travel Guide 2019-2020



CONTRACTED TRAVEL AGENCIES



SHORT'S TRAVEL MANAGEMENT
1203 W. Ridgeway Avenue Waterloo, IA

TOLL FREE: (888) 846-6810
FAX: (319) 433-0847
EMAIL: state@shortstravel.com
WEBSITE: www.shortstravel.com/ia

**PLEASE NOTE THAT THERE IS A \$21.00 CHARGE
PER CALL FOR AFTER HOURS SERVICE**

1-888-846-6810

After 5 p.m. and on weekends.

This service is for after-hours travel only and not for booking advanced travel.

STM DRIVEN

Short's Travel Management
1203 W Ridgeway Avenue
Waterloo, IA 50701
Direct: (319) 433-0851
Mobile: (773) 512-3840

Email: ngyllin@STMDriven.com



**Note: MOTOR COACH TRAVEL ONLY-NOT
FLIGHTS**

Content	Page
Agency Hosted Conferences.....	28-29
Air Transportation	9-12
Airfare Instructions/Unused Tickets	39-40
Authorization and Legal Basis.....	3
Chartered Aircraft.....	9-10
Contacts, Travel Agency.....	Inside Cover
Corporate Travel Card.....	21
Cost-Effective Transportation.....	9-10
Definitions	3- 6
General Specifications	6 - 7
Funds for Travel Expenses	7-9
Hotels.....	37-38
International Travel	29
Lodging and Meals	21-26
Meal Allowances	23-26
Methods of Transportation	9-21
Mileage Reimbursements	14-18
Motor Vehicle.....	12-20
Parking & Related Parking Expenses	26
Public Ground Transportation	20-21
Reimbursement Claims.....	8-9
Reimbursement for Other Expenses	26-27
Revisions to PPM 49- Rev. for FY 2019/2020	1 - 2
Special Meals.....	27-28
Taxi.....	20-21
Tiers (Meals and Lodging).....	25-26
Telephone Expense.....	26-27
Vehicle Rental Rate	31-36
Waivers.....	29



Office of State Travel

Purpose: This Travel Guide is to provide guidelines and establishes procedures for individuals incurring business travel expenses on the State's behalf.

Objectives: Ensure all travelers have a clear and consistent understanding of policies and procedures for business travel. Provide State Travelers with a reasonable level of service, comfort, and safety at the lowest possible cost. Maximize the organization's ability to negotiate discounted rates with preferred suppliers and reduce travel expenses.

Goal: Special emphasis will be given on travel training for our agencies to ensure compliance with the travel policy.

INTERNET ADDRESS: <http://www.doa.la.gov/pages/osp/Travel/Index.aspx>

Tammy Toups
State Travel Director
PHONE (225) 342-8053 FAX (225) 342-5019
email: Tammy.Toups@la.gov

BRENDA MYERS
State Travel MANAGER
PHONE (225) 342-8039 FAX (225) 342-5019
email: Brenda.Myers@la.gov

SHELITA WOODS
State Travel MANAGER
PHONE (225) 342-6322 FAX (225) 342-5019
email: Shelita.Woods@la.gov

Randy Davis
Assistant Commissioner

Office of the Commissioner
State of Louisiana
Division of Administration

JOHN BEL EDWARDS
GOVERNOR



JAY DARDENNE
COMMISSIONER OF ADMINISTRATION

TO: ALL ELECTED OFFICIALS, DEPARTMENT HEADS AND
PRESIDENTS OF COLLEGES AND UNIVERSITIES

FROM: JAY DARDENNE, COMMISSIONER ^{ed}

DATE: JULY 1, 2019

RE: TRAVEL POLICIES AND PROCEDURES

Below is a summary of the new PPM49 travel regulation additions/changes/clarifications that have been made in the travel policy for fiscal year 2019-2020. As always this is just a summary, as PPM49 should be reviewed in its entirety each year.

Department Heads, Agency Heads and Presidents are again reminded to exercise all authority with care and reasonableness.

Key Additions/Changes/Clarifications to PPM49:

S1502 A – DEFINITIONS

This definition has been added:

Allowance-Maximum amount allowed for travel expenses while traveling on official state business.

S1503.B.3 – FUNDS FOR TRAVEL EXPENSES

This section has been added:

Sponsored Travel, as related to Act 200, revised August 2018, requires completion of Ethics Disclosure Form 413. It is the traveler's responsibility to properly complete and submit to the Board of Ethics in the time required. The form can be downloaded from <http://ethics.la.gov/pub/CampFinan/Forms/Form413f.pdf?20190402>

S1504, S1507 & S1508

These sections have been changed:

Tip allowances have increased in these sections. (Read sections for complete information)

S1504.C – METHOD OF TRANSPORTATION, PERSONAL OWNED VEHICLES

This section has been changed:

Personal vehicle mileage reimbursement has been changed to \$0.58 per mile, up to a maximum of 99 miles, without prior approval.

S1504.C.2.b – METHOD OF TRANSPORTATION, PERSONAL OWNED VEHICLES

This section has changed to read:

At the discretion of the Department head or his/her designee, mileage to and from airport(s) may be allowed

while on official state business. This approval may include reimbursement for an employee who is being dropped off and/or picked up from airports. Reimbursement may not exceed a maximum of 99 miles per round trip and/or day at a rate of .58 cents per mile. Personal vehicle mileage reimbursements require an odometer reading or website mileage calculator.

S1504.D. – METHOD OF TRANSPORTATION, PUBLIC GROUND TRANSPORTATION

This section has changed to read:

If utilizing Uber or Lyft type services, 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.

S1506.B.2 and 5 – LODGING AND MEALS

This section has changed:

2. Actual Expenses for Elected Official’s Section has been clarified

5. Under Conference Lodging Allowance the following has been added:

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.

S1506.C – LODGING AND MEALS – TIERS I-IV

This section has been changed:

Tier Pricing has changed in some areas. Please see section for complete list of changes.

S1507.A&B– PARKING AND RELATED PARKING EXPENSES

This section has been changed:

Baton Rouge Airport rate is changed to \$4.50 per day (receipts required)

New Orleans Airport Parking – Park-N-Fly rate is changed to \$8.50/day, \$59.50/week (receipts required)

S1508.A.1-3– REIMBURSEMENT OF OTHER EXPENSES, Communications Expenses

This section has been changed to include:

If a traveler has an official state phone and/or is receiving a monthly stipend, reimbursements are not allowed.

S1510. C.& D. – AGENCY HOSTED CONFERENCES, Conference Lunch Allowances

The following has been added and changed to this section:

C. Any gratuity which is not mandated must not exceed 20%.

Lunch allowance for In-State excluding New Orleans is now \$25

Lunch allowance for New Orleans and Out-of-State is now \$30

The following has been changed:

D. Refreshment Allowances has increased to \$5.50 per person, per morning and/or afternoon sessions.

Remember, employees should be trained at time of hiring as well as refresher classes conducted at least once a year. The Office of State Travel offers many levels of travel training and will be glad to assist any agency with the training of your staff to ensure your employees are in compliance with travel regulations. If you are interested in training classes for your staff, please contact the State Travel Office to set up dates and times.

Employees traveling on behalf of the State are expected to comply with this state travel policy (PPM49). Thank you for your cooperation.

POLICY AND PROCEDURE MEMORANDUM 49

S1501. AUTHORIZATION AND LEGAL BASIS

- A. In accordance with the authority vested in the Commissioner of Administration by Section 231 of Title 39 of the Revised Statutes of 1950 and in accordance with the provisions of the Administrative Procedure Act, R.S. 49:950-968 as amended, notice is hereby given of the revision of Policy and Procedures Memorandum No. 49, the state general travel regulations, effective **July 1, 2019**. These amendments are both technical and substantive in nature and are intended to clarify certain portions of the previous regulations or provide for more efficient administration of travel policies. These regulations apply to all state departments, boards and commissions created by the legislature or executive order and operating from funds appropriated, dedicated, or self-sustaining; federal funds; or funds generated from any other source.

Please note that when political subdivisions are required to follow PPM49 for any pass through money issued by the State of Louisiana, any and all required approvals must be sent to the correct appointing authority, not to the Commissioner of Administration.

- B. Legal Basis - L.R.S 39:231B “The Commissioner of Administration, with the approval of the Governor, shall, by rule or regulation, prescribe the conditions under which each of various forms of transportation may be used by state officers and employees in the discharge of the duties of their respective offices and positions in the state service and the conditions under which allowances will be granted for traveling expenses.

S1502. DEFINITIONS

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

Allowance-Maximum amount allowed for travel expenses while traveling on official state business.

Authorized Persons

- a. Advisors, consultants, contractors and other persons who are called upon to contribute time and service to the state who are not otherwise required to be reimbursed through a contract for professional, personal, or consulting services
- b. Members of boards, commissions, and advisory councils required by federal or state legislation or regulation. Travel allowance levels for all such members and any staff shall be those authorized for state employees unless specific allowances are legislatively provided.
- c. The Department Head or his/her designee is allowed to deem persons as an authorized traveler for official state business only. **Note:** College/University students must be deemed authorized travelers to be reimbursed for state business purposes.

Documentation of all approvals must be maintained on file with the agency.

Conference/Convention - An event (other than routine) for a specific purpose and/or objective. Non-routine event can be defined as a seminar, conference, convention, or training.

Documentation required is a formal agenda, program, letter of invitation, or registration fee. Participation as an exhibiting vendor in an exhibit /trade show also qualifies as a conference. For a hotel to qualify for conference rate lodging it requires that, the hotel is hosting or is in “conjunction with hosting the meeting. In the event the designated conference hotel has no rooms available, a Department Head may approve to pay actual hotel cost not to exceed the conference lodging rates for other hotels located near the conference hotel.

Controlled Billed Account (CBA) - Credit account issued in an agency’s name (no plastic card issued). These accounts are direct liabilities of the State and are paid by each agency. CBA accounts are controlled through an authorized approver(s) to provide a means to purchase airfare, registration, lodging, rental vehicles, pre-paid shuttle service, and any other allowable charges outlined in the current State of Louisiana State Liability Travel and CBA Policy. Each Department Head determines the extent of the account’s use.

Corporate Travel Card - Credit cards issued in a State of Louisiana employee’s name used for specific, higher cost official business travel expenses. Corporate Travel Cards are State liability cards paid by each agency.

Emergency Travel - Each department shall establish internal procedures for authorizing travel in emergency situations. Approval may be obtained after the fact from the Commissioner of Administration, with appropriate documentation, under extraordinary circumstances when PPM49 regulations cannot be followed but where the best interests of the state requires that travel be undertaken.

Executive Traveler – Is the Governor of State of Louisiana, he/she should sign as the traveler but have his/her Chief of Staff and Director of budget sign for travel authorization and travel expenses.

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

Higher Education Entities - Entities listed under schedule 19 Higher education of the general appropriations bill.

Higher Education Entity Head - President of a University.

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, the US Virgin Islands, American Samoa, Guam and Saipan.

Lowest Logical Airfare – The lowest logical airfare is the cheapest available at the time of booking without causing undo inconvenience. These types of airfare are non-refundable, penalty tickets. Penalties could include restrictions such as advanced purchase requirements, weekend stays, etc. Prices will increase as seats are sold. When schedule changes are required for lowest logical tickets, penalty fees are added.

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

1. Except where fixed by law, official domicile of an officer or employee assigned to an office shall be, at a minimum, the city limits in which the office is located. The Department Head or his/her designee should determine the extent of any surrounding area to be included, such as parish or region. As a guideline, a radius of at least 30 miles is recommended. The official domicile of an authorized person shall be the city in which the person resides, except when the Department Head has designated another location (such as the person's workplace).
2. A traveler whose residence is other than the official domicile of his/her office shall not receive travel and subsistence while at his/her official domicile nor shall he/she receive reimbursement for travel to and from his/her residence.
3. The official domicile of a person located in the field shall be the city or town nearest to the area where the majority of work is performed, or such city, town, or area as may be designated by the department head, provided that in all cases such designation must be in the best interest of the agency and not for the convenience of the person.
4. The Department Head or his/her designee may authorize approval for an employee lodging expenses to be placed on agency CBA or State LaCarte/ or Travel Card within an employee's domicile with proper justification as to why this is necessary and in the best interest of the state.

Out-of-State Travel - Travel to any of the other 49 states plus District of Columbia, Puerto Rico, the US Virgin Islands, American Samoa, Guam and Saipan.

Passport - A document identifying an individual as a citizen of a specific country and attesting to his or her identity and ability to travel freely.

Per Diem - A flat rate paid in lieu of travel reimbursements for people on extended stays only.

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

Routine Travel - Travel required in the course of performing his/her job duties. This does not include non-routine meetings, conferences and out-of-state travel.

State Employee - Employees below the level of state officer.

State Officer -

1. State elected officials;
2. Department Head as defined by Title 36 of the Louisiana Revised Statutes, and the equivalent positions in higher education and the office of elected officials.

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 between the time of departure and the time of return.

Travel Routes - The most direct traveled route must be used by official state travelers.

Travel Scholarships - If any type of scholarship for travel is offered/received by a state traveler, it is the agency/employee's responsibility to receive/comply with all ethic laws/requirements. See R.S. 42:1123.

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

Visa - A document or, more frequently, a stamp in a passport authorizing the bearer to visit a country for specific purposes and for a specific length of time.

S1503. GENERAL SPECIFICATIONS

A. Department Policies

1. Department Heads may establish travel regulations within their respective agencies, but such regulations shall not exceed the maximum limitations established by the Commissioner of Administration. Three copies of such regulations shall be submitted for prior review and approval by the Commissioner of Administration. One of the copies shall highlight any exceptions/deviations to PPM49.
2. Department and Agency Heads will take whatever actions necessary to minimize all travel to carry on the department mission.
3. All High Cost Expenditures (airfare, lodging, vehicle rentals, and registration) must be placed on the LaCarte Purchasing Card, Travel Card or agency CBA programs unless prior approval is granted from the Commissioner of Administration.
4. Department Heads must submit fiscal year exemption request(s) annually. No exemption request(s) is granted on a permanent basis.
5. **Contracted Travel Services** - The state has contracted for travel agency services, which use is mandatory for airfare, unless exemptions have been granted by the Division of Administration, Office of State Travel, prior to purchasing airfare tickets. The contracted travel agency has an online booking system, which can and should be used by all travelers for booking airfare. Use of the online booking systems can drastically reduce the cost paid per transaction and state travelers are strongly encouraged to utilize.
6. **Contracted Hotel Services** - The state has a contract for hotel services with HotelPlanner.

Note: Travelers will be responsible for adhering to hotel's cancellation policy that is set by the hotel when booking through Hotel Planner. If a traveler does not cancel a hotel stay within the cancellation time frame that is set by the hotel, the traveler will be responsible for payments. No exceptions unless approval is granted from the Commissioner of Administration.

7. **Contracted Vehicles Rentals** - The state has a contract for all rentals based out of Louisiana through Enterprise Rent-A-Car, which use is mandatory. The state has contracts for all out-of-state rental vehicles which use is mandatory. Travelers shall use Hertz, Enterprise, or National for out-of-state business travel. These contracts are also applicable to all authorized travelers, and contractors.
8. When a state agency enters into a contract with an out-of-state public entity, the out-of-state public entity may have the authority to conduct any related travel in accordance with their published travel regulations.
9. Authorization to Travel
 - a. All non-routine travel must be authorized with prior approvals in writing by the head of the department, board, or commission or their designee, from whose funds the traveler is paid. A file shall be maintained, by the agency, on all approved travel authorizations.
 - b. Annual travel authorizations are no longer a mandatory requirement of PPM49 for routine travel, however, an agency can continue to utilize this process if determined to be in your department's best interest and to obtain prior approval for annual routine travel. A prior approved travel authorization is still required for non-routine meetings, conferences and out-of-state travel. No agency/university/board may have a blanket authorization for out of state travel.
 - c. Executive traveler must sign as the traveler but have his/her chief of staff and director of budget sign for travel authorization and travel expenses.

B. FUNDS FOR TRAVEL EXPENSES

1. Persons traveling on official business will provide themselves with sufficient funds for all routine travel expenses not covered by the Corporate Travel Card, LaCarte Purchasing Card, if applicable, and/or agency's CBA account. Advance of funds for travel shall be made only for extraordinary travel and should be punctually repaid when submitting the travel expense form covering the related travel, no later than the fifteenth day of the month following the completion of travel.
2. Exemptions: Cash advance(s) meeting the exception requirement(s) listed below must have an original receipt to support all expenditures in which a cash advance was given, including meals. At the Agency's discretion, cash advances may be allowed for:
 - a. state traveler whose salary is less than \$30,000/year.
 - b. state traveler who accompany and/or are responsible for students or athletes for group travel advance. Note: In this case and in regards to meals, where there are group travel advancements, a roster with signatures of each group member along with the amount of funds received by each group member, may be substituted for individual receipts. (This exception does not apply when given for only an individual employee's travel, which is over a group.)
 - c. state travelers who accompany and/or are responsible for client travel.
 - d. New employee who has not had time to apply for and receive the state's corporate travel card.
 - e. Employees traveling for extending periods, defined as a period exceeding 30 or more consecutive days.

- f. Employees traveling to remote destinations in foreign countries, such as jungles of Peru or Bolivia.
- g. Lodging purchase, if hotel(s) will not allow direct bill or charges to agency's CBA and whose salary is less than \$30,000/year.
- h. Registration for seminars, conferences and conventions.
- i. Any ticket booked by a traveler 30 days or more in advance and for which the traveler has been billed, may be reimbursed by the agency to the traveler on a preliminary expense reimbursement request. The traveler should submit the request with a copy of the bill or invoice. Passenger airfare receipts are required for reimbursement.
- j. Employees who infrequently travel or travelers that incur significant out-of-pocket cash expenditures and whose salary is less than \$30,000/year.

Note: For agencies/boards/universities participating in the LaCarte/Travel CBA card programs, group travel must be placed on one of the card programs. This does not eliminate any approvals that must be granted from the Commissioner of Administration and/or Office of State Travel.

3. Sponsored Travel, as related to Act 200, revised August 2018, requires completion of Ethics Disclosure Form 413. It is the traveler's responsibility to properly complete and submit to the Board of Ethics in the time required. The form can be downloaded from <http://ethics.la.gov/pub/CampFinan/Forms/Form413f.pdf?20190402>.
4. Expenses incurred on State Business. Traveling expenses of travelers shall be limited to those expenses necessarily incurred by them in the performance of a public purpose authorized by law to be performed by the agency and must be within the limitations prescribed herein.
5. CBA (CONTROLLED BILLED ACCOUNT) issued in an agency's name, and paid by the agency, and may be used for airfare, registration, rental cars, prepaid shuttle charges, lodging and any allowable lodging associated charges such as parking and internet charges. Other credit cards issued in the name of the state agency are not to be used without written approval.
6. NO REIMBURSEMENT WHEN NO COST INCURRED BY TRAVELER. This includes but is not limited to reimbursements for any lodging and/or meals furnished at a state institution or other state agency, or furnished by any other party at no cost to the traveler. In no case will a traveler be allowed mileage or transportation when he/she is gratuitously transported by another person.

C. CLAIMS FOR REIMBURSEMENT

1. All claims for reimbursement for travel shall be submitted on the State's Travel Expense Form, BA-12, unless exception has been granted by the Commissioner of Administration, and shall include all details provided for on the form. It must be signed by the person claiming reimbursement and approved by his/her immediate supervisor. In all cases, the date and hour of departure from and return to domicile must be shown, along with each final destination throughout the trip clearly defined on the form. On the State's Travel Authorization Form GF-4, the second page must be completed with the breakdown of the estimated travel expenses. This is necessary for every trip, not just when requesting a travel advance. For every travel authorization request, the "purpose of the trip" for travel must be stated in the space provided on the front of the form.

2. Except where the cost of air transportation, registration, lodging, rental vehicles, shuttle service, and all other allowable charges outlined in the current State of Louisiana State Liability Travel and CBA policy are invoiced directly to the agency, or charged to a state liability card, any and all expenses incurred on any official trip shall be paid by the traveler and his/her travel expense form shall show all such expenses in detail so that the total cost of the trip shall be reflected on the travel expense form. If the cost of the expenses listed above are paid directly or charged directly to the agency/department, a notation will be indicated on the travel expense form indicating the date of travel, destination, amount, and the fact that it has been paid by the agency/department. The traveler must provide receipts, for all items charged or billed direct to the agency.
3. In all cases, and under any travel status, cost of meals shall be paid by the traveler and claimed on the travel expense form for reimbursement, and not charged to the state department, unless otherwise authorized by the Department Head or his/her designee, allowed under the State Liability Travel, CBA and/or LaCarte Purchasing Card Policy, or with written approval from State Travel Office. A file must be kept containing all of these special approvals.
4. Claims should be submitted within the month following the travel, but preferably held until a reimbursement of a least \$25.00 is due. Department Heads, at their discretion, may make the 30-day submittal mandatory on a department wide basis.
5. Any person who submits a claim pursuant to these regulations and who willfully makes and subscribes to any claim which he/she does not believe to be true and correct as to every material matter, or who willfully aids or assists in, or procures, counsels or advises the preparation of 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 disciplinary action as well as being criminally and civilly liable within the provisions of state law.
6. Agencies are required to reimburse travel in an expeditious manner. In no case shall reimbursements require more than thirty (30) days to process from receipt of complete, proper travel documentation.

S1504. METHODS OF TRANSPORTATION

A. Cost-effective transportation

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

B. Air

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

- b. Reimbursement for use of a chartered or un-chartered privately owned aircraft under the above guidelines will be made on the following basis:
 - i. At the rate of \$1.26 cents per mile; or
 - ii. At the lesser of coach economy airfare.

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

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

- 2. **Commercial Airlines** - (Receipts required) All state travelers are to purchase commercial airline tickets through the state contracted travel agency (see front cover for contract travel agency contact numbers). This requirement is mandatory unless approval is granted from Office of State Travel. (In the event travelers seek approval to go outside the travel agency, they shall submit their request through their agency travel program administrator, who will determine if the request should be submitted to the Office of State Travel).

While state contractors are not required to use the state's contracted travel agency when purchasing airfare, it will be the agency's responsibility to monitor cost ensuring that the contractor(s) are purchasing the lowest, most logical airfare.

The State always supports purchasing the "best value" ticket. Therefore, once all rates are received, the traveler must compare cost and options to determine which fare would be the "best value ticket" for their trip. To make this determination, the traveler must ask the question: Is there a likelihood my itinerary could change or be cancelled? Depending on the response, the traveler must determine if the costs associated with changing a non-refundable ticket, usually around \$200 would still be the best value.

Another factor, to assist having a travel agent search the lowest fare, is advising the agent if the traveler is flexible in either dates or time of travel. By informing, the travel agent of your "window of time" for your departure and return will assist them to search for the best price.

- a. Travelers are to seek airfare allowing an ample amount of lead-time prior to departure date. The lead-time should be about (10) ten to (14) fourteen days in advance of travel dates to ensure the lowest fares are available.

- b. **NOTE: COST OF A PREFERRED OR PREMIUM SEAT IS NOT REIMBURSABLE.** To avoid these charges or to avoid being bumped, a traveler must check in as early as possible. A traveler should check-in online 24 hours prior to a flight or check-in at the airport several hours prior to departure to obtain a seat assignment. Please be aware that it is a strict airline policy that a traveler must check-in, at a minimum, prior to 30 minutes of departure. The airlines are very strict about this policy. Airline rules typically state that if you do not arrive at least 30 minutes before the schedule departure, you may forfeit your reservation. The earlier you arrive at the gate increases the chances of retaining your original reservation and assurance of a seat on the flight purchased.

- c. Commercial air travel will not be reimbursed in excess of lowest logical airfare when it has been determined to be the best value (receipts required). The difference between coach/economy class rates and first class or business class rates will be paid by the traveler. Upgrades at the expense of the State are **NOT** permitted, without prior approval from the Commissioner of Administration. 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 or contracted travel agency indicating this fact. The certification is required for travel reimbursement.
- d. The policy regarding airfare penalties is that the state will pay for the airfare and/or penalty incurred for a change in plans or cancellation when the change or cancellation is required by the State or other unavoidable situations approved by the agency's Department Head. Justification for the change or cancellation by the traveler's department head is required on the travel expense form.
- e. When an international flight segment is more than 10 hours in duration, the state will allow the business class rate not to **exceed** 10% percent of the coach rate. The traveler's itinerary provided by the travel agency must document the flight segment as more than 10 hours and must be attached to the travel expense form.
- f. A lost airline ticket is the responsibility of the person to whom the ticket was issued. The airline fee 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.
- g. Traveler is to use the lowest logical airfare whether the plane is a prop or a jet.
- h. Employees may retain hotel reward points and frequent flyer miles earned on official state travel, unless an agency deems the points as property of the state. However, if an employee makes travel arrangements that favor a preferred airline/supplier to receive these reward 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.
- i. When making airline reservation for a conference, let the travel agent know that certain airlines have been designated as the official carrier for the conference. In many instances, the conference registration form specifies that certain airlines have been designated as the official carrier offering discount rates, if available. If so, giving this information to our contracted agency could result in them securing that rate for your travel.
- j. Tickets which are unused by a traveler should always be monitored by the traveler and the agency. Traveler 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 agency. A view of the latest airline policies regarding unused tickets are available at the State Travel Office's website <http://www.doa.la.gov/Pages/osp/Travel/af-index.aspx>.

Ultimately, it is the traveler's responsibility to determine, upon initial notification of an unused ticket and then every 30 days thereafter, if traveler will be utilizing the unused

ticket. If it is determined that the ticket will not be utilized prior to expiration and there is a possibility to transfer the ticket, the traveler must immediately advise the agency travel administrator that the ticket is available for use by another employee, section or agency. The travel administrator should then act accordingly.

In addition, 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.

This may be accomplished with the unused ticket report sent to each agency program administrator each month from the contracted travel agency. This report in conjunction with employee notifications while booking other flights and employee email notifications every 90, 60, 30 and 14 days prior to ticket expiration should be more than sufficient to reduce the loss of reusable airfare.

C. **Motor Vehicle**

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

Any questions about this should be addressed to the Office of Risk Management of the Division of Administration. These reports shall be in addition to reporting the accident to the Department of Public Safety as required by law.

Operating a state-owned vehicle, state-rented vehicle or state leased vehicle or operating a non-state-owned vehicle for business while intoxicated as set forth in R.S. 14:98 and 14:98.1 is strictly prohibited, unauthorized, and expressly violates the terms and conditions of use of said vehicle. In the event such operation results in the employee being convicted of, pleading nolo contendere to, or pleading guilty to, driving while intoxicated under R.S. 14:98 or 14:98.1, such would constitute evidence of the employee:

1. Violating the terms and conditions of use of said vehicle
2. Violating the direction of his/her employer, and
3. Acting beyond the course and scope of his/her employment with the State of Louisiana.

Personal use of a state-owned, state-rented or state-leased vehicle is not permitted.

No person may be authorized to operate or travel in a state owned or rental vehicle unless that person is a classified or unclassified state officer or employee of the State of Louisiana; any duly appointed member of a state board, commission, or advisory council; or any other person who has received specific approval, and is deemed as an authorized traveler, on behalf of the State, from the Department Head or his designee to operate or travel in the vehicle on official state business only. A file must be kept containing all of these approvals.

Any persons who are not official state employees, as defined above, must sign an Acknowledgement of Non-State Employees Utilizing State Vehicles form, located at the Office of State Travel's website, <http://www.doa.la.gov/osp/Travel/forms/nse-acknowledgement.pdf> prior to riding in or driving a state-owned vehicle or rental vehicle on behalf of the State. Each agency is responsible for ensuring that this along with any other necessary documents and requirements are completed and made part of the travel file prior to travel dates.

Students not employed by the State shall not be authorized to drive state-owned or rented vehicles for use on official state business. A student may be deemed as an "authorized traveler" on behalf of the State by the Department Head or his designee. An authorized traveler can be reimbursed for their travel expenses. The Acknowledge of Non-State Employees Utilizing State Vehicles form acknowledging the fact that the state assumes no liability for any loss, injury, or death resulting from said travel must be signed as part of the approval process. A file must be kept containing all of these approvals.

Persons operating a state owned rental or personal vehicle on official state business would be completely responsible for all traffic, driving and parking violations received. This does not include state-owned or rental vehicle violations, i.e. inspection sticker, as the State and/or rental company would be liable for any cost associated with these types of violations.

1. State-Owned Vehicles

- a. Travelers in state-owned automobiles who purchase needed fuel, repairs and equipment while on travel status shall make use of all fleet discount allowances and state bulk purchasing contracts where applicable. Reimbursements require a receipt and only regular unleaded gasoline, or diesel when applicable, must be used. This applies for both state owned vehicles and rental vehicles, as mid-grade, super, plus or premium gasoline is not necessary. If traveler utilizes anything other than regular unleaded gasoline unless vehicle requires diesel, or any other manufactory mandated grade, without justification and prior approval from the agency Department Head, traveler must reimburse the agency the difference between what was paid and the state average gasoline rate. Each agency/department shall familiarize itself with the existence of the fuel/repair contract(s), terms and conditions as well as locations of vendors.
- b. State-owned vehicles may be used for out-of-state travel only if permission of the Department Head has been given prior to departure. If a state-owned vehicle is to be used to travel to a destination more than 500 miles from its usual location, documentation that this is the most cost-effective means of travel should be readily available in the department's travel reimbursement files. When the use of a state-owned vehicle has been approved by the Department Head for out-of-state travel for the traveler's convenience; the traveler is personally responsible for any other expense in-route to and from their destination, which is inclusive of meals and lodging. If a traveler, at the request of the department, is asked to take his/her personally, owned vehicle out-of-state for a purpose that will benefit the agency, then the Department Head may on a case-by-case basis determine to pay a traveler for all / part of in-route travel expenses.
- c. Unauthorized persons should not be transported in state vehicles. Approval of exceptions to this policy may be made by the Department Head if he determines that the unauthorized person is part of the official state business and the best interest of the state will be served

and the passenger (or passenger's guardian) signs an Acknowledgement of Non-State Employees Utilizing State Vehicles form acknowledging the fact the state assumes no liability for any loss, injury, or death resulting from said travel.

- d. If a state vehicle is needed/requested to be brought to the home of a state travelers overnight, then the agency/traveler should ensure it is in accordance with requirements outlined in R.S. 39:361-364.

2. Personally Owned Vehicles

- a. When two or more persons travel in the same personally owned vehicle, only one charge will be allowed for the expense of the vehicle. The person claiming reimbursement shall report the names of the other passengers.
- b. At the discretion of the Department head or his/her designee, mileage to and from airport(s) may be allowed while on official state business. This approval may include reimbursement for an employee who is being dropped off and/or picked up from airports. Reimbursement may not exceed a maximum of 99 miles per round trip and/or day at a rate of .58 cents per mile. Personal vehicle mileage reimbursements require an odometer reading or website mileage calculator.
- c. A mileage allowance shall be authorized for travelers approved to use personally owned vehicles while conducting official state business. Mileage may be reimbursable at **no more than** .58 cents per mile, based on actual physical addresses and in accordance with the following:

For official in-state business travel:

- Employee should utilize a state vehicle when available
- Employee may rent a vehicle from the State's in-state contract Enterprise Rent-A-Car, if a state vehicle is not available and travel exceeds 100 miles; or
- If an employee elects to use his/her personal vehicle, reimbursement may not exceed a maximum of 99 miles per round trip and/or day (or the return to domicile) at .58 cents per mile.

Please note that mileage is applicable for round trip (multiple days) and/or round trip (one day).

➤ Examples

1. If someone leaves Baton Rouge, travels to New Orleans and returns that same day, they are entitled to 99 miles maximum for that day trip if they choose to drive their personal vehicle.
2. If someone leaves Baton Rouge, travels to New Orleans, and returns two days later, they are entitled to 99 miles maximum for the entire "trip" if they choose to drive their personal vehicle.
3. If someone leaves Baton Rouge, travels to New Orleans then on to Lafayette, Shreveport, Monroe and returns to the office four days later, they are entitled to 99 miles maximum for the entire "trip" if they choose to drive their personal vehicle.

- c. Mileage shall be computed by one of the following options:
 1. Based on odometer readings from point of origin to point of return.
 2. By using a website mileage calculator or a published software package for calculating mileage such as Tripmaker, How Far Is It, MapQuest, etc. Employee

is to print the page indicating a physical address, mileage and attach it with his/her travel expense form.

- d. An employee shall never receive any benefits from not living in his/her official domicile. In computing reimbursable mileage, while the employee is on official state travel status, to an authorized travel destination from an employee's residence outside the official domicile, the employee is always to claim the lesser of the miles from their official domicile or from their residence. If an employee is leaving on a non-work day or leaving significantly before or after work hours, the Department Head may determine to pay the actual mileage from the employee's residence, not to exceed a maximum of 99 miles per round trip and/or day at .58 cents per mile. See examples, Section C.2.b.
- e. The Department Head or his/her designee may approve an authorization for routine travel for an employee who must travel in the course of performing his/her duties; this may include domicile travel if such is a regular and necessary part of the employee's duties, but not for attendance to infrequent or irregular meetings, etc. within the city limits where his/her office is located, the employee may be reimbursed for mileage only not to exceed a maximum of 99 miles per round trip and/or day at .58 cents per mile. See examples, Section C.2.b.
- f. Reimbursements will be allowed on the basis of .58 cents per mile, not to exceed a maximum of 99 miles per round trip and/or day, to travel between a common carrier/terminal and the employees point of departure, i.e. home, office, etc., whichever is appropriate and in the best interest of the state. See examples, Section C.2.b.
- g. When the use of a private-owned vehicle has been approved by the Department Head for out-of-state travel for the traveler's convenience, the traveler will be reimbursed for mileage on the basis of .58 cents per mile only, not to exceed a maximum of 99 miles per round trip and/or day. If prior approval for reimbursement of actual mileage is requested and granted by the Commissioner of Administration, the total cost of the mileage reimbursement may never exceed the cost of a rental vehicle or the cost of travel by using the lowest logical airfare, obtained at least 14 days prior to the trip departure date, whichever is the lesser of the two. The reimbursement would be limited to one lowest logical airfare quote or one vehicle rental, not the number of persons traveling in the vehicle. The traveler is personally responsible for any other expenses in-route to and from destination, which is inclusive of meals and lodging. If a traveler, at the request of the department, is asked to take his/her personally owned vehicle out-of-state for a purpose that will benefit the agency, then the Department Head may on a case-by-case basis determine to pay a traveler for all / part of in-route travel expenses, however, mileage reimbursement over 99 miles would still require prior approval from the Commissioner of Administration. In this case, once prior approval is obtained from the Commissioner of Administration to exceed 99 miles, and then the Department Head may authorize actual mileage reimbursements. File should be justified accordingly.
- h. When a traveler is required to regularly use his/her personally owned vehicle for agency activities, the agency head may request prior authorization from the Commissioner of Administration for a lump sum allowance for transportation or reimbursement for transportation (mileage). Request for lump sum allowance must be accompanied by a detailed account of routine travel listing exact mileage for each such route and justification

why a rental vehicle is not feasible. 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. Request for lump sum allowance shall be granted for periods not to exceed one fiscal year. A centralized file must be kept containing all approvals.

WHEN SOMEONE IS GRANTED A MONTHLY VEHICLE ALLOWANCE OR A LUMP SUM ALLOWANCE, THEY ARE NOT TO REQUEST OR BE REIMBURSED FOR MILEAGE, FUEL OR RENTAL VEHICLES, RENTAL COULD BE ALLOWED ONLY WHEN FLYING OUT OF STATE.

- i. In all cases, the traveler shall be required to pay all operating expenses for his/her personal vehicle including fuel, repairs, and insurance.

The only exemptions which would not require the Commissioner of Administration's prior approval for actual mileage exceeding 99 miles are:

- A. Members of boards and commissions, not administration/office personnel.
- B. Students who are traveling on a grant, scholarship, and any other occasion where the student's use of the personal vehicle is the best and/or only method of transportation available. Although the Commissioner's approval is not necessary, Department Head approval is still required.

3. **Rented Motor Vehicles (Receipts Required)**

Any rental vehicle not covered in the State's in-state or out-of-state contracts should be bid in accordance with proper purchasing rules and regulations. The state has a contract for all vehicle rentals based out of Louisiana through Enterprise Rent-A-Car, which use is mandatory for business travel. This contract is also applicable to all authorized travelers, and contractors.

The state has contracts for out-of-state vehicles rentals. Travelers shall use Hertz, Enterprise-Rent-A-Car, or National which use is mandatory for business travel. These contracts are applicable to all authorized travelers, and contractors.

- a. **In-State Vehicle Rental** - The State has contracted for all rentals based out of Louisiana through Enterprise Rent-A-Car's. State Motor Pool Rental Contract, which use is mandatory, for business travel that applies to all State of Louisiana employees and/or authorized travelers, contractors, etc. traveling on official state business.

A rental vehicle should be used, if a state owned vehicle is not available, for all travel over 99 miles. All exemptions must be requested and granted by the Commissioner of Administration for any reimbursements that exceed 99 miles prior to the trip. Requests for exemption must be accompanied by detailed explanation as to why a rental is not feasible. If an exemption from the program is granted by the Commissioner of Administration as stated above, then the employee will not be required to rent a vehicle and may receive actual mileage reimbursement up to .58 cents per mile.

All state contractors, who have entered into a contract with the State of Louisiana on or after March 1, 2013, and whose contracts are required to follow PPM49 for travel reimbursements, are to utilize both in-state and out-of-state mandatory contracts awarded by the State.

Although exemptions may be granted by the Commissioner of Administration, all must adhere to the current mileage reimbursement rate of no more than .58 cents per mile.

The only exemption which would not require the Commissioner of Administration's prior approval for exceeding 99 miles reimbursement and receiving actual mileage reimbursements is for members of board and commissions, not administration/office personnel, and for students which are traveling on a grant, scholarship, or any other occasion where use of the personal vehicle is the best and/or only method of transportation available. Department Head approval is required. Board and commission members may receive actual mileage reimbursement of no more than .58 cents per mile.

For trips of 100 miles or more, any employee and/or authorized traveler, should use a state owned vehicle or rental vehicle from Enterprise Rent-A-Car State Motor Pool Rental Contract, when a state vehicle is not available. For trips of less than 100 miles, employees should utilize a state vehicle when available, utilize their own vehicle and receive mileage reimbursement not to exceed a maximum of 99 miles per round trip and/or day at .58 cents per mile or may rent a vehicle from Enterprise Rent-A Car's State Motor Pool Rental Contract.

Reservations are not to be made at an airport location for daily routine travel, as this will add unnecessary cost to your rental charges. An employee must purchase gasoline with the State's Fuel Card or any other approved credit card at reasonable cost from a local gasoline station prior to returning the rental. Pre-paid Fuel Options or replacement of gasoline, in any way, from the rental company, for rental vehicles, are not allowed. If traveler utilizes any gasoline options or programs allowing rental vehicle companies to replace gasoline; or uses anything other than regular unleaded gasoline, unless vehicle requires diesel or any other manufactory-mandated grade, without justification and prior approval from the agency Department Head, traveler must reimburse the agency the difference between what was paid and the state average gasoline rate. Each agency/department shall familiarize itself with the existence of the State's fuel/repair contract(s), terms and conditions as well as locations of vendors.

- b. **Payments** - Rentals through the in-state Motor Pool Rental Contract shall be made using the "LaCarte" purchasing card, an agency's CBA account, an employee's state corporate travel card or by direct bill to the agency. This will be an agency decision as to the form of payment chosen. If direct bill is chosen, agency must set up account billing information with Enterprise. An account may be established by contacting Joseph Rosenfeld at 225-445-7250, joseph.g.rosenfeld@ehi.com.
- c. **Out-of State Vehicle Rental** - The State has contracted for rental vehicles for domestic, and out-of-state travel, excluding Louisiana and international travel, utilizing the State of Louisiana's Out-of-State Contracts, **which use is mandatory**. All State of Louisiana employees and/or authorized travelers, contractors are **mandated** to use these contracts due to exceptional pricing which includes CDW (Collision Damage Waiver) and one

million dollar liability insurance. The State of Louisiana Out-of-State participating vendors include Enterprise Rent-A-Car, National Car Rental, and Hertz Car Rental Corporation. It is the traveler's discretion which rental company is utilized.

All state contractors, who have entered into a contract with the State of Louisiana on or after March 1, 2013, and whose contracts are required to follow PPM49 for travel reimbursements, are required to utilize both in-state and out-of-state mandatory contracts awarded by the State.

Although exemptions may be granted by the Commissioner of Administration, all must adhere to the current mileage reimbursement rate of no more than .58 cents per mile.

The only exemption which would not require the Commissioner of Administration's approval for exceeding 99 miles reimbursement and receiving actual mileage reimbursements is for students that are traveling on a grant, scholarship, or any other occasion where use of the personal vehicle is the best and/or only method of transportation. Department Head approval is required.

- d. **Payments** - Rentals made through the State of Louisiana Out-of-State Contract shall be made using the "LaCarte" purchasing card, an agency's CBA account, an employee's state corporate travel card or by direct bill to the agency. This will be an agency decision as to the form of payment chosen. If a direct bill account is chosen for Enterprise and National, you may contact Joseph Rosenfeld at 225-445-7250, joseph.g.rosenfeld@ehi.com and for Hertz, you may contact Tami Vetter at 225-303-5973, tvetter@hertz.com
 - e. **Approvals** - Written approval of the Department Head or his/her designee prior to departure is required for the rental of vehicles, however, if your agency chooses, approval may be handled on an annual basis if duties require frequent rentals. Special approval is required, from the Department Head or his/her designee, for rental of any vehicle in the full size category and above. File must include proper justification
 - f. **Vehicle Rental Size** - Only the cost of a compact or intermediate model is reimbursable, unless:
 - 1. Non-availability is documented; or
 - 2. The vehicle will be used to transport more than two persons.
Note: When a larger vehicle is necessary as stated in number 1 above or a larger vehicle is necessary due to the number of persons being transported, the vehicle shall be upgraded only to the next smallest size and lowest price necessary to accommodate the number of persons traveling.
- A Department Head or his/her designee may, on a case-by-case basis, authorize a larger sized vehicle provided detailed justification is made in the employee's file. Such justification could include, but is not limited to, specific medical requirements when supported by a doctor's recommendation.
- g. **Personal Use of Rental** - Personal use of a rental vehicle, when rented for official state business, is not allowed.

- h. **Gasoline (Receipts Required)** - Reimbursements require an original receipt and only regular unleaded gasoline, or diesel when applicable, must be used. This applies for both state owned vehicles and rental vehicles, as mid-grade, super, plus or premium gasoline is not necessary.

An employee must purchase gasoline from a local gasoline station prior to returning the rental. Pre-paid Fuel Options or replacement of gasoline, in any way, from the rental company, for rental vehicles, are not allowed. If traveler utilizes any gasoline options or programs allowing rental vehicle companies to replace gasoline; or uses anything other than regular unleaded gasoline, unless vehicle requires diesel or any other manufactory-mandated grade, without justification and prior approval from the agency Department Head, traveler must reimburse the agency the difference between what was paid and the state average gasoline rate. Each agency/department shall familiarize itself with the existence of the fuel/repair contract(s), terms and conditions as well as locations of vendors.

- i. **Insurance for Vehicle Rentals within the 50 United States:** Insurance billed by car rental companies is not reimbursable. 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 the Office of Risk Management and rental company.

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

CDW/Damage Waiver insurance and \$1 Million Liability Protection Coverage is included in the State's in-state and out-of-state rental contract pricing.

Note: Lost Keys and car door unlocking services for rental vehicles are not covered under the damage waiver policy and are very costly. The agency should establish an internal procedure regarding liability of costs.

NO OTHER INSURANCE WILL BE REIMBURSED WHEN RENTING, EXCEPT WHEN RENTING OUTSIDE THE 50 UNITED STATES, SEE SECTION 1504. C.3.j. There should be no other charges added to the base price, unless the traveler reserves the vehicle at an airport location (which is NOT allowed for daily routine travel unless prior approval from the Commissioner of Administrator). Reimbursable amounts would then be submitted at the end of the trip on a travel expense form.

- j. **Insurance for Vehicle Rentals Outside the 50 United States** (Receipts Required) The Office of Risk management (ORM) recommends that the appropriate insurance (liability and physical damage) provided through the car rental company be purchased when the traveler is renting a vehicle outside the 50 United States. With the approval of the Department Head or his/her designee required insurance costs may be reimbursed for travel outside the 50 United States only.
- a. The following are insurance package available by rental vehicle companies which are reimbursable:

- i. Collision Damage Waiver (CDW) - should a collision occur while on official state business, the cost of the deductible should be paid by the traveler and submit a reimbursement claimed on a travel expense form. The accident should also be reported to the Office of Risk Management.
 - ii. Loss Damage Waiver (LDW)
 - iii. Auto tow Protection (ATP) *approval of Department Head.
 - iv. Supplementary Liability Insurance (SLI) * if required by the rental company.
 - v. Theft and/or Super Theft Protection (coverage of contents lost during a theft or fire), * if required by the car rental company.
 - vi. Vehicle coverage for attempted theft or partial damage due to fire, *if required by the car rental company.
- b. The following are some of the insurance packages available by rental vehicle companies that **are not reimbursable**.
 - i. Personal Accident Coverage Insurance (PAC).
 - ii. Emergency Sickness Protection (ESP).
- k. **Navigation Equipment (GPS System)** rented, not purchased, from a rental car company, may only be reimbursed if an employee justifies the need for such equipment and with prior approval of the Department Head or his/her designee.

D. Public Ground Transportation

The cost of public ground transportation such as buses, subways, airport shuttle/limousines, and taxis are reimbursable when the expenses are incurred as part of approved state travel. See receipt requirements below.

Public transportation to and from the airport, while on official state business, may be reimbursed with a receipt.

If utilizing Uber or Lyft type services, 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.

When travelers utilize a free shuttle service, a \$5.00 tip may be allowed (no receipt is required). This is not an automatic tip reimbursement, as travelers must show proof that the service was utilized.

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 20% 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 \$10 per day without a receipt, claims in excess of \$10 per day requires a receipt. At the agency's discretion, the Department Head may implement an agency wide policy requiring receipts for all public transportation request less than \$10 per day.

To assist agencies with verification of taxi fares, you may contact the taxi company for an estimate or visit sites such as taxifarefinder.com. An employee should always get approval, prior to a trip, if multiple taxis will be used; as it may be in the agency's best interest to rent a vehicle versus reimbursement of multiple taxi expenses.

S1505. STATE ISSUED TRAVEL CREDIT CARDS/CBA ACCOUNTS

A. Use

All high cost expenditures (airfare, lodging, vehicle rentals, and registration) must be placed on the LaCarte Purchasing Card, Travel Card or agency CBA programs unless prior approval is granted from the Commissioner of Administration. The State Travel Office contracts for an official state corporate travel card to form one source of payment for travel. If a supervisor recommends an employee be issued a state travel card, the employee should complete an application through their agency travel program administrator.

1. The employee's corporate travel card is for **official state travel business purposes only**. Personal use on the travel card shall result in disciplinary action.
2. If a vendor does not accept credit card payment for registration or lodging—expense, the Department Head may approve for payment(s) to be made by other means. Traveler must submit supporting documentation from vendor stating they do not accept credit card payments. The supporting document must be kept with the travel expense form.

B. Liability

1. The Corporate travel card is the liability of the State. Each monthly statement balance is due in full to the card-issuing bank. The State will have no tolerance to assist those employees who abuse their travel card privileges.
2. The Department/Agency is responsible for cancellation of Corporate Travel Cards for those employees terminating/retiring from state service.

S1506. LODGING AND MEALS

A. Eligibility

1. **Official Domicile/Temporary Assignment** - Travelers are eligible to receive reimbursement for travel only when away from "official domicile" or on temporary assignment unless exemption is granted in accordance with these regulations. Temporary assignment will be deemed to have ceased after a period of thirty consecutive 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-day period has been previously secured from the Commissioner of Administration.
2. **Extended Stays**
For travel assignments approved by the Commissioner of Administration involving duty for extended periods (31 or more consecutive days) at a fix location, the reimbursement rates indicated should be adjusted downward whenever possible. Claims for meals and lodging may be reported on a per diem basis supported by lodging receipt. Care should be exercised to prevent allowing rates in excess of those required to meet the necessary authorized subsistence

expenses. It is the responsibility of each agency head to authorize only such travel allowance as are justified by the circumstances affecting the travel.

The only exemption, for travel of 31 days or more, which does not require the Commissioner of Administration's approval, are students, professors, or other state travelers which are traveling on a grant, scholarship, studying aboard or any other occasion where funds utilized are other than state general funds. Department Head approval is required.

3. **Single Day Travel** - Meals are not eligible for reimbursements on single day travel. This means that when an authorized traveler of the State is in travel status where no overnight stay is required, no meals are eligible for reimbursement. However, the Department Head will be allowed to authorize Single Day Meal reimbursement on a case-by-case basis or by types(s) of single day travel when it is determined to be in the best interest of the department. In those cases, the department must keep the approvals in the travel file and **must be responsible** to take appropriate steps to report the reimbursement as wages to the employee. Each Department Head or their designees are to determine the reasonableness of when an overnight stay is justified.

If a Department Head or his/her designee determines that Single Day Meals will be provided for, they must adhere the following allowances: To receive any meal reimbursement on single day travel, an employee must be in travel status for a minimum of 12 hours. The maximum allowance for meal reimbursement for single day travel will be \$43.00.

- a. **Breakfast & Lunch:** (\$24.00) the 12 hours travel duration must begin at or before 6:00 a.m.
 - b. **Lunch:** (\$14.00) Requires 12 hours duration in travel status.
 - c. **Lunch & Dinner:** (\$43.00) The 12 hour travel duration must end at or after 8:00 p.m.
4. **Travel with Over Night Stay:** (minimum of 12 hours in travel status) Travelers may be reimbursed for meals according to the following schedule.
 - a. **Breakfast:** When travel begins at/or before 6 a.m. on the first day of travel or extends at/or beyond 9 a.m. on the last day of travel, and for any intervening days.
 - b. **Lunch:** When travel begins at/or before 10 a.m. on the first day of travel or extends at/or beyond 2 p.m. on the last day of travel, and for any intervening days.
 - c. **Dinner:** When travel begins at/or before 4 p.m. on the first day of travel or extends at/or beyond 8 p.m. on the last day of travel, and for any intervening days.
 5. **Alcohol:** Reimbursement for alcohol is prohibited.

B. Exceptions

1. Routine Lodging Overage Allowances (Receipts required): Department Head or his/her designee has the authority to approve actual costs for routine lodging provision on a case by case basis, not to exceed fifty percent over PPM49 current listed rates. (Note: this authority is for routine lodging only and not for conference lodging or any other area of PPM49). Justification and approval must be maintained in the file to show that attempts were made with hotels in the area to receive the state/best rate.

In areas where the Governor has declared an emergency, a Department Head or his/her designee will have the authority to approve actual routine lodging provisions on a case-by-case

basis not to exceed **seventy-five** percent over PPM49 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 department's travel reimbursement files.

2. Actual Expenses for Elected Officials, Board Members (if allowed by the Board), and State Officers (Itemized receipts are required for each item claimed):

Elected Officials, Board Members (if allowed by the Board), State Officers, others so authorized by statute, or any individual preapproved exception will be reimbursed on an actual expense basis, for meals and lodging, while in travel status, except in cases where other provisions for reimbursement have been made by statute. (Itemized Receipt(s) Required) Request shall not be extravagant and will be reasonable in relation to the purpose of travel. Elected Officials, Board Members (if allowed by the Board) and State Officers entitled to actual expenses reimbursement are only exempt from meals and lodging rates; they are subject to the time frames and all other requirements as listed in these travel regulations.

C. Meals and Lodging Allowances (MEAL RATES ARE NOT A PER DIEM – ONLY THE MAXIMUM ALLOWED WHILE IN TRAVEL STATUS)

1. Meal Allowance- Includes Tax and Tips– Receipts are not required for routine meals within these allowances, unless a cash advance was received. (See Section 1503.B.2). Number of meals claimed must be shown on travel expense form. For meal rates, the inclusion of suburbs (see definition of suburb) shall be determined by the Department Head or his/her designee on a case-by case basis. **See tier pricing below. Partial meals such as continental breakfast or airline meals are not considered meals.**

Note: If a meal is included in a conference schedule, it is part of the registration fee, therefore, an employee cannot request/receive additional reimbursement for that meal.

2. Meals with relative 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. Example: 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.
3. **Routine Lodging Allowance** - the State has contracted for all hotel expenditures through HotelPlanner. Lodging rate, plus tax and any mandatory surcharges is allowed. (Receipts are required) For lodging rates, the inclusion of suburbs (see definition of suburb), shall be determined by the Department Head or his/her designee on a case-by-case basis. Employees should always attempt to use the tax-exempt form located on the State Travel Office website for all in-state lodging. <http://www.doa.la.gov/osp/Travel/forms/hoteltaxexemption.pdf> when traveling in-state on official state business, and must be used if hotel expenses are being charged to employee's State Corporate Travel Card, State's LaCarte Card, or the agency's CBA account. When two or more employees on official state business share a lodging room, the State will allow the actual cost of the room; subject to a maximum amount allowed for an individual traveler times the number of employees.
4. 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. Example: 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. Department Head or his/her designee's approval must be provided to allow lodging expenses to be direct billed to an agency.

5. Conference Lodging Allowance - Employees may be allowed lodging rates, plus tax (other than State of Louisiana tax) and any mandatory surcharge. (Receipts are required) Department Head or his/her designee 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. If there are multiple designated conference hotels, the lower cost designated conference hotel should be utilized, if available. In the event the designated conference hotel(s) have no room availability, a Department Head or his/her designee may approve to pay actual hotel cost not to exceed the conference lodging rates for other hotels in the immediate vicinity of the conference hotel. This allowance does not include Agency Hosted Conference Lodging Allowances; (see section 1510) for these allowances. In the event a traveler chooses to stay at a hotel, which is not associated with the conference, then the traveler is subject to making reservation and being reimbursed within the hotel rates that will be allowed in routine lodging only, as listed below. Note: 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.
6. Resort fees are not allow unless attending a conference and/or if a traveler is staying in a city that all hotels are charging a resort fee.
7. Tax Recovery Charges, Service fees and/or Booking fees are not allowed when booking through companies other than Short's Travel Management or their affiliated company.
8. Traveler will be responsible for reimbursing agency for any In-state taxes when tax exemption form is not presented at time of check-in at hotel.
9. No reimbursements are allowed for functions not relating to a conference, i.e. tours, dances, golf tournaments, etc.
10. If staying at a designated conference hotel or the overflow hotel(s) you may not rent a vehicle unless prior approval is granted from the Department Head. Rental must be for official state business needs with supporting documentation maintained in the file.

(THE ALLOWANCES LISTED BELOW ARE NOT A PER DIEM, THEY ARE ONLY THE MAXIMUM AMOUNT ALLOWED FOR THAT MEAL, WHILE IN TRAVEL STATUS)

TIER I

Breakfast	\$10
Lunch	\$14
Dinner	\$29
Total	\$53
Lodging Area	
	Routine Lodging
In-State Cities (except as listed)	\$94
Alexandria/Leesville/Natchitoches	\$98
Baton Rouge - EBR	\$100
Covington/Slidell - St. Tammany	\$94
Lake Charles - Calcasieu	\$94
Lafayette	\$94

TIER II

Breakfast	\$13
Lunch	\$18
Dinner	\$30
Total	\$61
Lodging Area	
	Routine Lodging
New Orleans - Orleans, St. Bernard, Jefferson and Plaquemines Parishes	July- September \$118
New Orleans - Orleans, St. Bernard, Jefferson and Plaquemines Parishes	October – January \$150
New Orleans - Orleans, St. Bernard, Jefferson and Plaquemines Parishes	February-June \$161
Out-of-State (Except Cities listed in Tier III & IV)	\$94

TIER III

Breakfast	\$13
Lunch	\$19
Dinner	\$33
Total	\$65
Lodging Area	
	Routine Lodging
Austin, TX; Atlanta, GA; Cleveland, OH; Dallas/Fort Worth, TX; Denver, CO; Ft. Lauderdale, FL; Hartford, CT; Houston, TX; Kansas City, MO; Las Vegas Los Angeles, CA; Miami, FL; Minneapolis/St. Paul, MN; Nashville, TN; Oakland, CA; Orlando, FL; Philadelphia, PA.; Phoenix, AZ, Pittsburgh, PA; Portland, OR; Sacramento, CA; San Antonio, TX; San Diego, CA; Sedona, AZ; St. Louis, MO; Wilmington, DE; all of Alaska and Hawaii; Puerto Rico; US Virgin Island; American Samoa; Guam, Saipan	\$170

TIER IV

Breakfast	\$14
Lunch	\$21
Dinner	\$36
Total	\$71
Lodging Area	Routine Lodging
Baltimore, MD; San Francisco, CA; Seattle, WA; Chicago IL, Boston, MA	\$212
Alexandria, VA; Arlington, VA; New York City, NY; Washington, DC	\$225
International Cities	\$200

S1507. PARKING AND RELATED PARKING EXPENSES

- A. Baton Rouge Airport - the state’s current contract rate is \$4.50 per day (receipts require) for parking in the indoor parking garage as well as the outside fenced parking lot at the Baton Rouge Airport. Documentation required to receive the contract price is the airport certificate and a State ID. If the agency does not issue a State ID, the traveler would need a business card and a driver’s license along with the certificate to be eligible for the state contracted rate. Airport certificate may be found on State Travel Office’s website at:
<http://www.doa.la.gov/osp/Travel/parking/BRairport.pdf>
- B. New Orleans Airport Parking - the state’s current contract is with Park-N-Fly and the rate, inclusive of all allowable and approved taxes/fees, etc. will not exceed \$8.50 per day and \$59.50 weekly (receipts are required for parking at Park-N-Fly in New Orleans). Promotional code 0050056 must be used to obtain this contract rate. For on-line reservations, no other documentation will be required to receive this rate. For all “pay when you exit” employees, a state issued ID or a valid ID with a state business card along with a tax exempt form is required to receive the state contracted rate. At the agency discretion, an employee may be paid actual expenses, at another location, up to \$8.50 per day with a receipt.
- C. Travelers using motor vehicles on official state business may be reimbursed for all other parking, including airport parking except as listed in A and B above, ferry fares, and road and bridge tolls. For each transaction over \$5, a receipt is required.
- D. Tips for valet parking not to exceed \$5 per day.

S1508. REIMBURSEMENT FOR OTHER EXPENSES (The charges are while in travel status only)

The following expenses, incidental to travel, may be reimbursed:

A. Communications Expenses:

- 1. For official state business - all business communication costs may be reimbursed, receipts required. **Note: If a traveler has an official state phone and/or is receiving a monthly stipend, reimbursements are not allowed.**
- 2. For domestic overnight travel - up to \$3 for 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. **Note: If a traveler has an official state phone and/or is receiving a monthly stipend, reimbursements for personal calls domestic and/or international are not allowed.**

3. For international travel - up to \$10 for 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.
Note: If a traveler has an official state phone and/or is receiving a monthly stipend, reimbursements for personal calls domestic and/or international are not allowed.
4. Internet access charges for official state business from hotels or other travel locations are treated the same as business telephone charges. A department may implement a stricter policy for reimbursement of Internet charges. (Receipts required)

B. Charges for storage and handling of state equipment/materials can be placed on the agency's CBA account. (Receipts required)

C. Baggage Tips:

1. Hotel Allowances - Up to \$5 tip per hotel check-in and \$5 tip per hotel checkout, if applicable.
2. Airport Allowances - Up to \$5 tip for airport outbound departure trip and \$5 tip for inbound departure trip (Maximum total for entire trip is not to exceed \$10.00).

D. Luggage Allowances - (Receipt Required) A Department Head or his/her designee may approve reimbursement to a traveler for airline charges for first checked bag for a business trip of 5 days or less and for the 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 excess baggage charges (overweight baggage) only in the following circumstances:

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

Note: Traveler should always consider shipping material to final destination or splitting material into additional pieces of luggage to avoid the excess baggage charges in order to save their agency costs.

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

Note: If a meal is included in a conference schedule, it is part of the registration fee, therefore, an employee cannot request/receive additional reimbursement for that meal.

F. Laundry services - employees on travel for more than seven days may be reimbursed, with Department Head or his/her designee prior approval, up to actual, but reasonable, costs incurred. Receipts are required for reimbursement.

S1509. SPECIAL MEALS

A. Reimbursement designed for those occasions when, as a matter of extraordinary courtesy or necessity, it is appropriate and in the best interest of the state to use public funds for provision of a meal to a person who is not otherwise eligible for such reimbursement and where reimbursement is not available from another source. Requests should be within reason and may include tax and tips. Itemized receipts are required.

1. Visiting dignitaries or executive-level persons from other governmental units, and persons providing identified gratuity services to the state. This explicitly does not include normal visits, meetings, reviews, etc., by federal or local representatives.
 2. Extraordinary situations are when state employees are required by their supervisor to work more than a twelve-hour weekday or six-hours on a weekend (when such are not normal working hours to meet crucial deadlines or to handle emergencies).
- B. All special meals must have prior approval from the Commissioner of Administration or, for Higher Education, the Entity Head or his/her designee in order to be reimbursed, unless specific authority for approval has been delegated to a Department Head for a period not to exceed one fiscal year with the exception in C, as follows.
- C. Department Head may authorize a special meal within allowable rates listed under Meals Tier I, to be served in conjunction with a working meeting of departmental staff. Reasonable delivery fee and tip may be allowed if ordered from an outside vendor. Tip should never exceed 20%.
- D. In such cases, the department will report on a quarterly basis to the Commissioner of Administration all special meal reimbursements made during the previous three months. For Higher Education, these reports should be sent to the respective Institution of Higher Education management board. These reports must include, for each special meal, the name and title of the person receiving reimbursement, the name and title of each recipient, the cost of each meal and an explanation as to why the meal was in the best interest of the state. Renewal of such delegation will depend upon a review of all special meals authorized and paid during the period. Request to the Commissioner for special meal authorization must include, under signature of the Department Head:
1. Name and position/title of the state officer or employee requesting authority to incur expenses and assuming responsibility for such.
 2. Clear justification of the necessity and appropriateness of the request.
 3. Names, official titles or affiliations of all persons for whom reimbursement of meal expenses is being requested;
 4. Statement that allowances for meal reimbursement according to these regulations will be followed unless specific approval is received from the Commissioner of Administration to exceed this reimbursement limitation.
 - a. All of the following must be reviewed and approved by the Department Head or his/her designee prior to reimbursement.
 - b. Detailed breakdown of all expenses incurred, with appropriate receipts(s);
 - c. Subtraction of cost of any alcoholic beverages.
 - d. Copy of prior written approval from the Commissioner of Administration or, for Higher Education, the Entity Head or his/her designee.
 - e.

S1510. AGENCY HOSTED CONFERENCES (Both In-State and Out-of-State):

- A. State sponsored Conferences:** An agency must solicit three (3) bona fide competitive quotes in accordance with the Governor's Executive Order for Small Purchase.
- B. Attendee Verification:** All state sponsored conferences must have a sign-in sheet or some type of attendee acknowledgment for justification of number of meals ordered and charged.

- C. Conference Lunch Allowance:** Lunch direct billed to an agency in conjunction with a state sponsored conference is to be within the following rates plus mandated gratuity. Any gratuity which is not mandated must not exceed 20%.

Lunch - In-State excluding New Orleans \$25

Lunch - New Orleans and Out-of-State \$30

Any other meals such as breakfast and dinner require special approval from the Commissioner of Administration or, for Higher Education, the entity head or his designee.

- D. Conference Refreshment Allowance:** Cost for break allowances for meeting, conference or convention are to be within the following rates. Refreshments shall not exceed **\$5.50 per person**, per morning and/or afternoon sessions. A mandated gratuity may be added if refreshments are being catered.

- E. Conference Lodging Allowances:** Lodging rates may not exceed twenty dollars above the current listed routine lodging rates listed for the area in which the conference is being held.

S1511. INTERNATIONAL TRAVEL

- A.** International travel must be approved by the Commissioner of Administration—or, for Higher Education, the Entity Head or his/her designee prior to departure, unless specific authority for approval has been delegated to a Department Head. Requests for approval must be accompanied by a detailed account of expected expenditures (such as room rate, date, meals, local transportation, etc.), and an assessment of the adequacy of this source to meet such expenditures without curtailing subsequent travel plans.
- B.** International travelers will be reimbursed the Tier IV area rates for meals and lodging, unless U.S. State Department rates are requested and authorized by the Commissioner of Administration or, for Higher Education, the entity head or his designee, prior to departure. Itemized receipts are required for reimbursement of meals and lodging claimed at the U.S. State Department rates. http://aoprals.state.gov/web920/per_diem.asp
- C.** It is the agency's decision, if justification is given, to allow state travelers to be reimbursed for a VISA and/or Immunizations when the traveler is traveling on behalf of the agency/university on official state business. However, it is not considered best practice for the State to reimburse for a Passport, therefore, Passport reimbursements must be submitted to the Department Head for approval along with detailed justification as to why this reimbursement is being requested/approved.

S1512. WAIVERS

The Commissioner of Administration may waive in writing any provision in these regulations when the best interest of the state will be served. All waivers of PPM49 must receive prior approvals from the Commissioner of Administration, except in declared emergencies.

IN STATE RENTAL VEHICLES CONTRACT

(Mandatory)



**ENTERPRISE RENT-A-CAR MANDATORY IN-STATE VEHICLE RENTALS
BASE RENTAL PRICES - RECEIPTS REQUIRED**

VEHICLE CLASS	STATE MOTOR POOL IN-STATE RENTAL CONTRACT (All Rates Incl. CDW/Damage Waiver and 1 Million Liability Coverage Insurance)		
	<u>Daily</u>	<u>Weekly</u>	<u>Monthly</u>
Compact	\$29.50	\$162.25	\$590.00
Mid-Size/Intermediate	\$31.50	\$173.25	\$630.00
Standard Size	\$31.50	\$173.25	\$630.00
Full Size	\$34.50	\$189.75	\$690.00
Mini-Van	\$55.00	\$302.50	\$1,100.00
Medium SUV	\$51.00	\$280.50	\$1,020.00
Large SUV	\$90.00	\$495.00	\$1,800.00
Large Truck	\$47.00	\$258.50	\$940.00
Cargo Van/Truck	\$47.00	\$258.50	\$940.00
15 Passenger Vans	\$99.00	\$544.50	\$1,980.00

Weekly rates will be calculated at five and a half (5.5) times the daily rate; monthly rates will be calculated at twenty (20) times the daily rate. Half-day rates of 4 hours or less are available at 75% of the daily charge. No hourly/half day charges shall ever exceed the daily rate listed above.

Base Rental Charges apply to Enterprise locations in the following geographic area: Louisiana

Rental Location Surcharges: In addition to the applicable Base Rental Charges set forth above, rental location surcharges are assessed as follows: New Orleans Airport - Consolidated Facility Charge of \$7.95/day, Airport Access Fee of 11.11%; Baton Rouge Airport - Consolidated Facility Charge of \$6.15/day, Airport Access Fee of 11.11%; Lafayette Airport \$5.00/day - Airport Access Fee of 11.11%; Lake Charles Airport - Consolidated Facility Charge of \$5.00/day; Airport Access Fee of 11.11%; Shreveport Airport - Airport Access Fee of 12%.

Enterprise will provide the following:

- CDW/Damage Waiver Insurance along with \$1 Million Liability Protection Coverage (Domestic Travel only)
- Pickup, free of charge, from a business or home with advanced 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 in which the rental is needed with pickup before the close of business the night prior.
- Overtime grace period of 59 minutes
- Rate ¼ daily rate – up to daily rate for each hour over rental time in contract
- One way differential fee \$79.00 for classes up to full size, and base rate plus .40 cent per mile.
- 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 Enterprises 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.

ACCOUNT NUMBER: NA1403

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

**Local Account Manager: Joey Rosenfeld
504-779-3326 – Direct Number
225-445-7250 – Cell Phone
866-346-1572 – fax**

Out of State Rental Contracts

(Mandatory)



**ENTERPRISE RENT-A-CAR/NATIONAL - OUT-OF-STATE
VEHICLE RENTALS BASE RENTAL PRICES - RECEIPTS REQUIRED**
(This contract does not include State of Louisiana or International Rentals)

VEHICLE CLASS	(All Rates Incl. CDW/Damage Waiver and 1 Million Liability Coverage Insurance)	
	<u>Daily</u>	<u>Weekly</u>
Compact	\$31.30*	\$156.51*
Standard/Intermediate	\$33.20*	\$166.00*
Full Size	\$35.79*	\$178.94*
Small SUV	\$54.77*	\$273.85*
Large SUV	\$84.63*	\$423.15*
Small Pick-Up	\$48.89*	\$244.46*
Large Pick-Up	\$53.05*	\$265.27*
Mini-Van	\$53.72*	\$268.62*
12 Passenger Vans	\$100.91*	\$504.56*
Hybrid/Alternative Fuel	\$47.37*	\$236.85*

Base Rental Charges apply to Enterprise/National locations in the following geographic area: All Domestic Out-of-State of Louisiana Rentals. (This contract does not cover State of Louisiana and/or International destinations)

***In addition to the applicable Base Rental Charges set forth above, rental location surcharges are assessed as listed on following page.**

Enterprise/National will provide the following:

- CDW/Damage Waiver Insurance along with \$1 Million Liability Protection Coverage (Domestic Travel only)
- Free upgrade if allowed/needed size vehicle is unavailable
- Accepts p-card and travel card, direct monthly billing and/or individual credit card payments.
- No charges for additional drivers
- No Blackout Dates
- 24/7 Roadside Services – **For Lockout/Fuel Assistance - \$61.00 Maximum Cap Charge – Not Reimbursable**
- Rates include unlimited mileage for all roundtrip rentals
- Free shuttle service
- No Drop off charges for rentals for one way rentals of 500 miles or less
- Allowance of age 18 or older to drive rental vehicles, with valid driver’s license.
- **Smoking Damage Fee –Actual Cost – Not Reimbursable**
- **One Way Differential Fee - \$65.65 per rental for all 1 way rentals over 500 miles**

ACCOUNT NUMBER: NA1403

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

**Local Account Manager: Joey Rosenfeld
504-779-3326 – Direct Number
225-445-7250 – Cell Phone
866-346-1572 – fax**

ENTERPRISE/ NATIONAL CITY AND STATE – OUT-OF- STATE SURCHARGE DIFFERENTIAL/SEASONAL RATES

National/Enterprise City or State Surcharge or differential rates:

<u>CITY</u>	<u>DAILY DIFFERENTIAL OR SURCHARGE RATE</u>
AK	Fairbanks, AK \$10.00
	Anchorage, AK \$10.00
	Juneau, AK \$10.00
CA	Los Angeles Metro \$6.00
	San Diego Metro \$6.00
	San Francisco Metro \$6.00
	Oakland Metro \$6.00
	Sacramento Metro \$6.00
	Riverside Metro \$6.00
	San Bernardino Metro \$6.00
TX	Midland Metro \$6.00
	Lubbock Metro \$6.00
	Austin Metro \$6.00
	College Station Metro \$6.00
	Houston Metro \$6.00
	Dallas/Ft Worth Metro \$6.00
	San Antonio Metro \$6.00
	Brownsville/Corpus Christi \$6.00
NY	New York City Metro \$23.00
	Albany Metro \$7.00
	Long Island Metro \$15.00
	Westchester Metro \$15.00
	Newark Metro \$15.00
VT	Burlington Metro \$7.00

The Following National Locations may have a seasonal daily surcharge from \$2.00 to up to \$6.00 per day:

<u>STATE</u>	<u>LOCATION DESCRIPTION</u>	<u>STATE</u>	<u>LOCATION DESCRIPTION</u>
AL	Dothan ARPT	MT	Bozeman ARPT
AR	Forth Smith ARPT	MT	Kalispell ARPT
AR	Northwest Arkansas Reg ARPT	MT	Great Falls Int ARPT
CA	Eureka – Arcata Airport	MT	Helena Reg ARPT
CO	Vail/Eagle County/Gypsum	MT	Missoula
GA	Columbus Metro ARPT	MT	Missoula ARPT
GA	Macon ARPT	ND	Grand Forks ARPT
ID	Idaho Falls ARPT	ND	Minot ARPT
ID	Twin Falls ARPT	NE	North Platte ARPT
IL	Bloomington ARPT	PA	Allentown ARPT
IL	Champaign In town	PA	Scranton Int'l ARPT
IL	Campaign ARPT	PA	Erie ARPT
IL	Peoria ARPT	PA	State College High Tech Road
IL	Rockford ARPT	PA	State College ARPT
IN	Anderson E 53 rd Street	SD	Sioux Falls South Louise Ave
IN	FWAC49 Walkup Only	SD	Sioux Falls ARPT
IN	Ft Wayne Intl ARPT	SD	Rapid City ARPT
IN	Terre Haute S 3 rd St	TX	Corpus Christi ARPT
IN	Lafayette In town	TX	Tyler ARPT
KS	Wichita Mid-Continent ARPT	VA	Roanoke Coulter
LA	Alexandria ARPT	VA	Roanoke Reg ARPT
LA	Baton Rouge ARPT	VT	Burlington ARPT
LA	Lake Charles ARPT	WI	Appleton ARPT
LA	Monroe ARPT	WI	Mosinee ARPT
LA	Shreveport ARPT	WI	Green Bay ARPT
MI	Flint ARPT	WI	LaCrosse Mun ARPT
MI	Muskegon ARPT	WI	Rhineland ARPT
MI	Traverse City ARPT	V	Charleston ARPT
MN	Brainerd ARPT	V	Lewisburg
MT	Billings ARPT	Y	Jackson Hole
IA	Sioux City ARPT	Y	Downtown Jackson Hole ARPT

**HERTZ CAR RENTAL- OUT-OF-STATE
BASE RENTAL PRICES - RECEIPTS REQUIRED**
(This contract does not include State of Louisiana or International Rentals)

VEHICLE CLASS	(All Rates Incl. CDW/Damage Waiver and 1 Million Liability Coverage Insurance)	
	<u>Daily</u>	<u>Weekly</u>
Compact	\$31.00*	\$155.00*
Standard/Intermediate	\$33.00*	\$165.00*
Full Size	\$36.00*	\$180.00*
Small SUV	\$54.75*	\$273.75*
Large SUV	\$84.50*	\$422.50*
Small Pick-Up	\$57.50*	\$287.50*
Large Pick-Up	\$59.00*	\$295.00*
Mini-Van	\$54.00*	\$270.00*
12 Passenger Vans	\$95.00*	\$475.00*

Base Rental Charges apply to Hertz locations in the following geographic area: All Domestic Out-of-State of Louisiana Rentals. (This contract does not cover State of Louisiana and/or International destinations)

***In addition to the applicable Base Rental Charges set forth above, rental location surcharges are assessed as listed on following page.**

Hertz will provide the following:

- CDW/Damage Waiver Insurance along with \$1 Million Liability Protection Coverage (Domestic Travel only)
- Free upgrade if allowed/needed size vehicle is unavailable
- Accepts p-card and travel card, direct monthly billing and/or individual credit card payments.
- No charges for additional drivers
- No Blackout Dates
- 24/7 Roadside Services
- Rates include unlimited mileage for all roundtrip rentals
- Free shuttle service
- No Drop off charges for rentals for one way rentals of 500 miles or less
- Allowance of age 18 or older to drive rental vehicles, with valid driver's license.
- **Smoking Damage Fee of \$400 - Not Reimbursable**
- **One Way Differential Fee - \$125 per rental for all 1 way rentals over 500 miles**

ACCOUNT NUMBER: 70592

RESERVATIONS (24/7):
1-800-654-3131
OR
www.HERTZ.COM

Louisiana Account Manager: Tami Vetter
225-303-5973 – Direct Number
985-809-6619 – Office
866-800-3643 - Fax
tvetter@hertz.com – Email

HERTZ CITY AND STATE SURCHARGE – OUT-OF-STATE

State	City	Amount Per Day
California	Burbank (Airport)	\$3.00
	John Wayne (Airport)	\$3.00
	Oakland (Airport)	\$3.00
	San Jose (Airport)	\$3.00
	San Luis Obispo	\$13.00
District of Columbia (DC)	Washington	\$8.00
Idaho	Idaho Falls	\$6.00
	Boise	\$6.00
	Hailey	\$10.00
	Lewiston	\$20.00
	Pocatello	\$6.00
	Sun Valley	\$6.00
Illinois	Chicago	\$8.00
Massachusetts	Boston	\$8.00
Michigan	Detroit	\$8.00
Montana	Missoula	\$6.00
	Butte	\$10.00
New Jersey	Newark	\$19.00
New York	JFK, LGA, Manhattan	\$29.00
	Non-Airports	\$10.00
Oregon	Bend	\$10.00
	Klamath Falls	\$10.00
	Medford	\$10.00
	Pendleton, Redmond, Sun River	\$10.00
	Salem Airport Only	Minivans, SUV's, and Hybrids only \$10.00
Philadelphia	Philadelphia	\$8.00
Washington	Pasco	\$10.00
	Pullman and Spokane	\$6.00

Licensee Surcharges

<u>State</u>	<u>City</u>	<u>Amount per Day</u>
Alabama	Florence, Huntsville Airport, Huntsville South, Madison, and Muscle Shoals	\$18.00
Arkansas	Bentonville, Fayetteville, Ft. Smith, Harrison, Highfill, Sherwood, Springdale, Texarkana, Mountain Home, and, Little Rock	\$12.00
	Hot Springs, Jonesboro	\$15.00
California	Redding	\$18.00
	San Luis Obispo	\$8.00
Georgia	Athens, Greensboro, and Winder	\$12.00
	Brunswick, Saint Simmons Island, and Sea Island	\$5.00
Idaho	Boise, Idaho Falls, Lewiston, Pocatello	\$12.00

	Hailey, Hayden Lake (Aviation), and Sandpoint	\$18.00
Kansas	Topeka	\$18.00
Kentucky	Mayfield and Paducah	\$12.00
Louisiana	Monroe	\$6.00
Minnesota	Duluth	\$12.00
	Winona	\$10.00
Massachusetts	Columbus	\$10.00
Missouri	Booneville and Saint Roberts	\$8.00
	Columbia A/P	\$15.00
State	City	Amount per Day
	Joplin, Lake Ozark and Osage Beach	\$10.00
Montana	Billings and Great Falls	\$8.00
	Bozeman	\$18.00
	Butte and Missoula	\$8.00
	Helena	\$15.00
	Kalispell and Whitefish	\$6.00
New Jersey	Clifton, Lyndhurst, and Passaic	\$10.00
New Mexico	Farmington, and Roswell	\$18.00
New York	Glans Falls, Ithaca, and Saratoga Springs	\$10.00
North Dakota	Bismarck, Fargo, Grand Forks, Minot, and Williston	\$12.00
	Dickson	\$18.00
Ohio	Columbus AP	\$10.00
Oregon	Bend	\$13.00
	Medford and Redmond	\$13.00
Philadelphia	Altoona, Martinsburg, State Collage, and Williamsport	\$18.00
	Erie, Johnstown, and Latrobe	\$10.00
	Lancaster	\$8.00
	Philipsburg	\$3.00
South Dakota	Aberdeen	\$18.00
	Rapid City	\$8.00
	Sioux Falls	\$12.00
Tennessee	Dyersburg	\$12.00
	Jackson	\$15.00
Utah	Layton and Ogden	\$12.00
Washington State	Pasco	\$13.00
	Pullman and Spokane	\$12.00
	Wenatchee	\$18.00
Wisconsin	Appleton, Mosinee and Wausau	\$8.00
	Eau Claire and Chippewa Falls	\$10.00
	Green Bay and Superior	\$12.00
	Plover	\$5.00
Wyoming	Casper and Cody	\$12.00
	Gillette, Green River and Jackson	\$18.00



The state has a contract for hotel services. This contract may be utilized by all authorized travelers, contractors, board members and students who are traveling on behalf of the State of Louisiana.

Hotelplanner has offered a 2.5% incentive rebate to each agency, university, board and commission for their employees' use of the portal. The rebate is earned on all completed travel booked through the portal, including individual reservations, 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.

Below is a list of important information for travelers and travel arrangers:

1. When entering your email address please verify that your email address is correct. HotelPlanner cannot resend a copy of the email confirmation/receipt. Each agency/university/board's program administrator(s) may run a report to obtain reservation confirmation information and to identify credit card charges.
2. It is important that the traveler book through the correct portal which is <http://louisiana.hotelplanner.com>.
3. Email receipts received from HotelPlanner for PAY NOW reservations are acceptable receipts for reimbursement. Receipts received from hotels from PAY AT HOTEL reservations are acceptable receipts for reimbursement.
4. A tax exemption certificate is not utilized when booking a PAY NOW reservation through the portal. Only when you chose a PAY AT HOTEL reservation is a tax exemption certificate applicable.
5. Expect your credit card statement to reflect and the hotel to welcome you as a valued HotelPlanner, Expedia, Hotels.com, or a Book a Bed, etc. client. As HotelPlanner works in partnership with over 30 different clients and suppliers to offer a variety of rate options to the State of Louisiana.
6. Confirmed reservations cannot be changed. Should your plans change, cancel your confirmed reservation within the cancellation guidelines, if cancellations are allowable. Then simply make a new reservation, reflecting your revised travel plans. Please know that room availability and/or previous room rates may not be available for your new reservation.



7. To determine if your reservation can be canceled, refer to your reservation confirmation email, to view the cancellation policy.
8. To cancel your reservation, refer to your reservation confirmation email and click the “View or Cancel Reservation” link at the bottom of the email. TYPE in your confirmation number and the email address that was used to make your reservation, as some older browsers will not allow you to use the cut/paste feature. Once your reservation displays, click “cancel” and retain your cancellation confirmation for your records. NOTE: Some hotels will allow you to cancel a reservation by telephone. Please be aware that should a dispute occur, you will not have a hard-copy cancellation confirmation to support your case.
9. The portal has advance filters to assist travelers with landmark, zip code, neighborhood, address, ratings and prices. This tool is highly recommended.
10. It is the agency/university/board CBA approver’s responsibility to make sure that a credit card authorization is downloaded, emailed/faxed and received by the hotel for a traveler’s stay. The credit card authorization form is embedded within the portal (see portal instructions for further instructions).
11. It is important that you seek guidance from your program administrators, who have received written portal instructions, as well as read the advisements on the portal, for important information concerning cancellation policies, refund & nonrefundable conditions and the amount your credit card will be charged, at the time of booking. Waivers, exceptions and concessions will not be granted, for concerns that are addressed in written portal instructions or portal advisements. HotelPlanner does not set rates and cancellations policy for hotels. These terms are set by each hotel.

The State of Louisiana’s HOTEL PORTAL IS LOCATED AT:
<http://louisiana.hotelplanner.com>

AIRFARE INSTRUCTIONS

USE OF THE STATE CONTRACTED TRAVEL AGENCY - SHORT'S TRAVEL MANAGEMENT IS MANDATORY FOR ALL AIRFARES!!

NOTE: HOWEVER, WHEN USING SHORT'S TRAVEL MANAGEMENT - YOU HAVE OPTIONS FOR THE TYPE OF AIRFARE TICKET PURCHASED.

This office strongly encourages use of lowest logical airfares. You should ask the contracted travel agency to check for the lowest logical rates based on your personal needs as well as ask if there are other refundable airfares available.

The State always supports purchasing the "**best value**" ticket. The airlines have come out with "Basic Economy Fares" that are lower economy fares that have been blocked from Short's STO or agent bookings due to the fact that these fares are highly restrictive. Example: no carry-on baggage, seat assignments at airport and no changes or refunds allowed. You may see these fares on airline websites and Short's do not offer or book these types of fares.

Therefore, once all rates are received, the traveler must compare cost and options to determine which fare would be the "**best value**" for their trip. To make this determination, the traveler must ask the question: Is there a likely-hood my itinerary could change or be cancelled? Depending on the response, you must determine if the costs associated with changing a non-refundable ticket (usually around \$200 domestic and \$300+ for international) would still be the best value.

Another factor to assist having the state's contracted travel agent search the lowest fare is being able to advise the agent if you are flexible in either your dates or time of travel. By informing the contracted travel agent of your "window of time" for your departure and return will assist them to search for the best price. Travelers are to seek airfares allowing an ample amount of lead time prior to departure date. The lead-time should be about (10) ten it's suggested 14 to 21 days in advance of travel dates to ensure the lowest fares are available. Generally, the earlier a ticket is purchased, provides for lower airfares.

1. ON-LINE BOOKING FEE FOR FISCAL YEAR 2019-2020 WILL BE \$2.00.
2. THE TRANSACTION FEE FOR FISCAL YEAR 2019-2020 WILL BE \$19.50 WHICH IS NON REFUNDABLE.
3. REMEMBER: A ticket is not purchased until you confirm your reservation with a credit card! Until payment is confirmed with our travel agency, there will not be an electronic ticket issued at the airport.

Note: When you ask the travel agent to hold a specific flight that means the seat is being held, not the price of the ticket, the price can change at any time.

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

Before purchasing an airline ticket, please confirm that your itinerary is correct, make sure that the spelling of your name on the itinerary/ticket is the same as on your driver's license and passport, check dates, times, fares, services, etc.

Once you receive your itinerary receipt, please review that all is accurate within 24 hours of receipt. If any item is incorrect, contact the agent team and they can void the ticket within 24 hours to avoid penalties.

IF THE STATE'S CONTRACTED TRAVEL AGENT DOES NOT OFFER YOU OPTIONS ----- ASK!

Airfare Cancellations and Unused Ticket Use

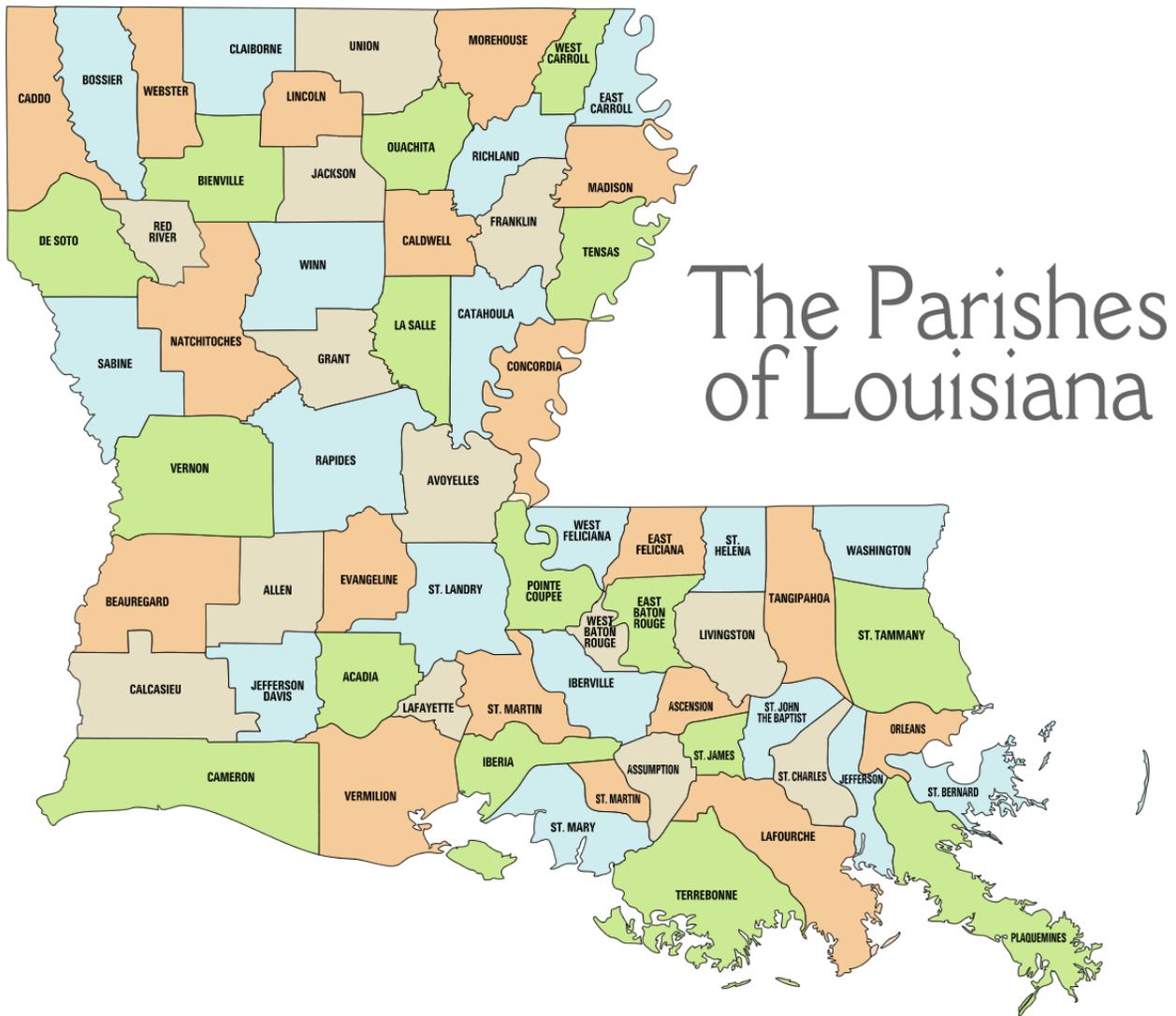


Travelers must cancel the reservation 24 hours before departure to avoid suspension of unused ticket. If the ticket is not cancelled and becomes suspended, some airlines may allow it to be reopened, but there is an airline fee to do so. Once cancelled the traveler should retain the invoice/receipt sent 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 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 by air carrier. The current standard domestic fee with most major carriers is \$200.00, international \$300.00. However, penalty fees 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 agency. Traveler 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 agency. A view of the latest airline policies regarding unused tickets are available at the State Travel Office's website:

<http://www.doa.la.gov/pages/osp/Travel/af-index.aspx>



This issue of the Louisiana State Travel Guide was published at a total cost of \$179.45. Forty 40 copies of this document were published. This document was published by the Division of Administration, Office of State Travel, Post Office Box 94095, Baton Rouge, Louisiana 70804-9095 to improve procurement procedures and to maintain communications between the agencies and the DOA, by special permission of the DOA. This material was printed in accordance with standards for printing by State Agencies established pursuant to R.S. 43:31.

Appendix C: Executive Order No. JBE-17-18 (Small Purchase Procedures)





**EXECUTIVE DEPARTMENT
EXECUTIVE ORDER NUMBER JBE 2017 – 18**

SMALL PURCHASE PROCEDURES

- WHEREAS,** the Louisiana Procurement Code, in La. R.S. 39:1596, authorizes the governor to establish procedures for the procurement of small purchases with the caveat that “procurement requirements shall not be artificially divided so as to constitute a small purchase under this Section;”
- WHEREAS,** the Louisiana Procurement Code exempts small purchases from the competitive sealed bidding requirements of the code;
- WHEREAS,** Louisiana businesses are a driving force in the Louisiana economy;
- WHEREAS,** Executive Order No. JBE 16-39, signed July 25, 2016, established the procedure for the procurement of small purchases in accordance with the statutory guidelines of the Louisiana Procurement Code; and
- WHEREAS,** it is necessary to update the guidelines established in Executive Order No. JBE 16-39 through the issuance of a replacement Executive Order.

NOW THEREFORE, I, JOHN BEL EDWARDS, Governor of the State of Louisiana, by virtue of the authority vested by the Constitution and laws of the State of Louisiana, do hereby order and direct as follows:

SECTION 1: All departments, institutions, boards, commissions, budget units, and agencies of the executive branch of state government, and the officers and employees thereof, (hereafter “agency”) shall observe, be guided by, and implement the specific directives on small purchase procedures set forth in this Order. This Order in no way affects or changes the purchasing authority delegated to an agency by the chief procurement officer as defined in La. R.S. 39:1556(6). No provision of this Order shall be construed as a limitation on the number of quotations to be solicited prior to making a purchase or procurement. Louisiana businesses, especially small and emerging businesses, small entrepreneurships, and veterans or service-connected disabled veteran-owned small entrepreneurships should be utilized to the greatest extent possible when soliciting prices.

SECTION 2: Unless the context clearly indicates otherwise, the words and terms used in this Order shall be defined as follows:

- A. “Small purchases” means (1) any procurement of supplies or operating services not exceeding twenty-five thousand dollars (\$25,000), or (2) any procurement of those items listed in Section 5 of this Order, which are exempt from the competitive sealed bidding requirements of the Louisiana Procurement Code, as provided in that Section.
- B. “Certified small and emerging business” means a business certified as a small and emerging business by the Division of Small and Emerging Business Development, Department of Economic Development, in accordance with the Provisions of the Small and Emerging Business Development Program, La. R.S. 51:941 *et seq.*,

and included on the most recent list of certified small and emerging businesses issued by the Division of Certified Small and Emerging Business Development;

- C. "Small Entrepreneurship" means a business certified as a small entrepreneurship by the Department of Economic Development, in accordance with the Provisions of the Louisiana Initiative for Small Entrepreneurships (Hudson Initiative), La. R.S. 39:2006;
- D. "Veteran and Service-Connected Disabled Veteran-Owned Small Entrepreneurship" means a business certified as a veteran or service-connected disabled veteran-owned small entrepreneurship by the Department of Economic Development, in accordance with the provisions of the Louisiana Initiative for Veteran and Service-Connected Disabled Veteran-Owned Small Entrepreneurships (The Veteran Initiative), La. R.S. 39:2176;
- E. "Authorized dealer" means a company that is authorized by the manufacturer to sell and/or provide service for its products; and
- F. "Louisiana authorized dealer" means a company that satisfies the requirements of a resident business defined in La. R.S. 39:1556(47) and is authorized by the manufacturer to sell and/or provide service for its products.

SECTION 3:

The following items are not subject to the procedures set forth in this Order:

- A. Those items covered by an existing state contract;
- B. Labor and Material contracts which exceed five thousand dollars (\$5,000); and
- C. Professional, personal, consulting and social (PPCS) service contracts.

SECTION 4:

Except as otherwise provided in this Order, all small purchases shall be made in accordance with the following minimum procedures:

- A. No competitive process is required for purchases which do not exceed five thousand dollars (\$5,000) per single purchase transaction.
- B. Price quotations shall be solicited from three (3) or more bona fide, qualified vendors for purchases exceeding five thousand dollars (\$5,000), but not exceeding fifteen thousand dollars (\$15,000).
 - 1. Quotations may be made by telephone, facsimile, or other means and shall be awarded on the basis of the lowest responsive quotation. Whenever possible, at least one (1) of the bona fide, qualified vendors shall be a certified small and emerging business, a small entrepreneurship, or a veteran or service-connected disabled veteran-owned small entrepreneurship. Agency files shall document and list all solicited vendors and each vendor's contact person, summarize quotations received, indicate the successful vendor and state the reason why any lower quotation was rejected. Agency files should also contain written confirmation of the quotation from the successful vendor.
 - 2. When the price is determined to be reasonable, the requirement to solicit three (3) quotations may be waived when making purchases from a small and emerging business, a small entrepreneurship, or a veteran or service-connected disabled veteran-owned small entrepreneurship that is currently certified by the Department of Economic Development. Reasonable is a best value determination based on price, delivery, service, and/or any other related factors. This determination is to be maintained in the file.
 - 3. Soliciting three (3) quotations may be waived when purchasing from a business registered with the Secretary of State as domiciled in Louisiana. A business analysis must determine that in-state prices are equal or better than two other current price comparisons. Comparisons may include, but are not limited to, state contract prices, General Services Administration (GSA) prices, or similar resources.

Comparison documents are to be maintained in the file.

- C. Price quotations shall be solicited from five (5) or more bona fide, qualified vendors for purchases exceeding fifteen thousand (\$15,000) but not exceeding twenty-five thousand dollars (\$25,000).
1. Quotations may be made by facsimile or written means and shall be awarded on the basis of the lowest responsive price quotation received. Whenever possible, at least two (2) of the bona fide, qualified vendors shall be certified small and emerging businesses, small entrepreneurship, or a veteran or service-connected disabled veteran-owned small entrepreneurship. Agency files shall document and list all solicited vendors and each vendor's response, summarize quotations received, indicate the awarded quotation, and state the reason why any lower quotation was rejected.
 2. The requirement to solicit certified small and emerging businesses, small entrepreneurship, or veteran or service-connected disabled veteran-owned small entrepreneurship is waived for those agencies that post on LaPAC, Louisiana's internet based system for posting vendor opportunities and award information.
 3. A minimum of three (3) working days shall be allowed for receipt of quotations.
 4. All written or facsimile solicitations shall include the closing date, time, and all pertinent competitive specifications, including quantities, units of measure, packaging, delivery requirements, ship-to location, terms and conditions, and other information sufficient for a supplier to make an acceptable quotation. Precautionary measures shall be taken to safeguard the confidentiality of vendor responses prior to the closing time for receipt of quotations. No quotation shall be evaluated using criteria not disclosed in the solicitation.

SECTION 5:

The following items are considered small purchases and may be procured in the following manner:

- A. No competitive process is required for the following items:
1. Repair parts for equipment obtained from an authorized dealer. A Louisiana authorized dealer shall be used if available. This provision does not apply to the stocking of parts;
 2. Equipment repairs obtained from an authorized dealer. A Louisiana authorized dealer shall be used if available;
 3. Vehicle repairs not covered by a competitive state contract or the state fleet maintenance repair contract, obtained from an authorized dealer. A Louisiana authorized dealer shall be used if available;
 4. Vehicle body repairs covered by insurance recovery and in accordance with insurance requirements;
 5. Livestock procured at public auction or from an individual which has purebred certification approved by the Department of Agriculture and Forestry;
 6. Purchasing or selling transactions between state budget units and other governmental agencies;
 7. Publications and/or copyrighted materials purchased directly from the publisher or copyright holder;
 8. Publications and/or copyrighted materials purchased by libraries or text rental stores from either subscription services or wholesale dealers which distribute for publishers and/or copyright holders;
 9. Public utilities and services provided by local governments;
 10. Prosthetic devices, implantable devices, and devices for physical restoration which are not covered by a competitive state contract;

11. Non-customized training, including educational instructor fees, and related resources (except equipment) used to enhance the performance of state employees and good standing of state agencies, including memberships in and accreditations by professional societies and organizations;
12. Procurements for clients of blind and vocational rehabilitation programs not covered by competitive state contract which are federally funded at a rate of at least 78.7%, regulated by Title 34, Parts 361, 365, 370, and 395 of the Code of Federal Regulations, and in accordance with OMB Circular A-102;
13. Materials, supplies, exhibitor fees, and exhibit booths for conferences, seminars, and workshops, or similar events (business, educational, promotional, cultural, etc.) for participation in promotional activities which enhance economic development or further the department's mission, duties and/or functions, with the approval of the department secretary, or agency equivalent, if not covered by competitive state contract;
14. Wire, related equipment, time and material charges to accomplish repairs, adds, moves, and/or changes to telecommunications systems not exceeding two thousand five hundred dollars (\$2,500);
15. Working class animals trained to perform special tasks, including but not limited to, narcotics detection, bomb detection, arson investigation, and rescue techniques;
16. Food, materials, and supplies for teaching and per course training not exceeding ten thousand dollars (\$10,000) where the purchasing, preparing, and serving of food are part of the regularly prescribed course;
17. Shipping charges and associated overseas screening and broker fees between international and domestic origins and destinations not exceeding ten thousand dollars (\$10,000) per transaction;
18. Renewal of termite service contracts;
19. Purchase of supplies, operating services, or equipment for Louisiana Rehabilitation Services, Traumatic Head and Spinal Cord Injury Trust Fund Program. Although competitive bidding is not required under this paragraph, whenever practicable, three (3) quotations from bona fide, qualified vendors should be obtained. Whenever possible, at least one (1) of the bona fide, qualified vendors shall be a certified small and emerging business, a small entrepreneurship; or a veteran or service-connected disabled veteran-owned small entrepreneurship;
20. Purchasing of clothing at retail necessary to individualize clients at state developmental centers in compliance with Federal Regulations for ICF/MR facilities;
21. Health insurance for the managers of Randolph-Sheppard programs, as defined by 20 U.S.C. §107 *et seq.*, and paid from income generated by unmanned vending locations;
22. Purchases made to resell as part of a merchandising program with the written approval on file from the secretary of the department, or agency equivalent, when it is not practical or feasible to obtain competitive price quotations;
23. Commercial Internet Service not exceeding one thousand five hundred dollars (\$1,500) per subscription per year;
24. Advertising, where permitted by law, and the head of an agency or designee certifies that specific media is required to reach targeted audiences;
25. Scientific and laboratory supplies and equipment when procured by colleges and universities for laboratory or scientific research not to exceed twenty-five thousand dollars (\$25,000) per transaction;

26. Publication of articles, manuscripts, etc. in professional scientific, research, or educational journals/media and/or the purchase of reprints;
 27. Livestock sperm and ova;
 28. Royalties and license fees for use rights to intellectual property, such as but not limited to: patents, trademarks, service marks, copyrights, music, artistic works, trade secrets, industrial designs, domain names, etc.;
 29. Equipment moves by the original equipment manufacturer or authorized dealer to ensure equipment operation to original equipment manufacturer specifications, calibration, warranty, etcetera, not to exceed twenty-five thousand dollars (\$25,000) per transaction;
 30. Mailing list rentals or purchases; and
 31. Art Exhibition rentals and/or loan agreements and associated costs of curatorial fees, transportation, and installation.
- B. For the following items, telephone or facsimile price quotations shall be solicited, where feasible, from at least three (3) bona fide, qualified vendors. Whenever possible, at least one (1) of the bona fide, qualified vendors shall be a certified small and emerging business, a small entrepreneurship, or a veteran or service-connected disabled veteran-owned small entrepreneurship.
1. Farm products including, but not limited to, fresh vegetables, milk, eggs, fish, or other perishable foods, when it is determined that market conditions are unstable and the competitive sealed bidding process is not conducive for obtaining the lowest prices;
 2. Food, materials, and supplies needed for:
 - a. Operation of boats and/or facilities in isolated localities where only limited outlets of such supplies are available and the cost of the food, materials, and supplies do not exceed twenty-five thousand dollars (\$25,000); and/or
 - b. Juvenile detention homes and rehabilitation facilities/homes where the number of inmates, students, or clients is unstable and unpredictable;
 3. Convention and meeting facilities including security services if applicable, provided that any associated food or lodging must be in accordance with Policy & Procedure Memorandum No. 49 – General Travel Regulations;
 4. Gasoline and fuel purchases not exceeding twenty-five thousand dollars (\$25,000);
 5. Equipment for blind operated facilities not covered by competitive state contract;
 6. Livestock feed commodities, including but not limited to soybean meal, cottonseed meal, and oats not exceeding twenty-five thousand dollars (\$25,000);
 7. Seed commodities, including but not limited to rye grass, soybean seed, corn seed, cotton seed, etc. as well as related fertilizers, herbicides, insecticides, and fungicides when not covered by competitive state contract;
 8. FAA PMA approved aircraft parts and/or repairs, inspections, and modifications performed by an FAA-certified mechanic and/or at an FAA certified repair station in accordance with FAA requirements with approval by the head of the agency or head of Office of Aircraft Services, Division of Administration; and
 9. Air and bus charters in accordance with PPM 49, including group travel that does not qualify for commercial rates available to individual travelers.

SECTION 6:

In the absence of a good faith business basis, no purchase or procurement shall be artificially divided within a cost center, or its equivalent, to avoid the competitive process or the solicitation of competitive sealed bids.

SECTION 7: All departments, commissions, boards, offices, entities, agencies, and officers of the state of Louisiana, or any political subdivision thereof, are authorized and directed to cooperate in the implementation of this Order.

SECTION 8: Executive Order No. JBE 16-39 is hereby rescinded.

SECTION 9: This Order is effective upon signature and shall continue in effect until amended, modified, terminated, or rescinded by the Governor, or terminated by operation of law.



IN WITNESS WHEREOF, I have set my hand officially and caused to be affixed the Great Seal of Louisiana, at the Capitol, in the City of Baton Rouge, on this 31st day of July, 2017.



GOVERNOR OF LOUISIANA

**ATTEST BY
THE GOVERNOR**



SECRETARY OF STATE

Appendix D: Uniform Fee Schedule for Copies of Public Records



Title 4
ADMINISTRATION
Part I. General Provisions

Chapter 3. Fees

§301. Uniform Fee Schedule for Copies of Public Records

A. Copies of public records furnished to a person so requesting shall be provided at fees according to the following schedule.

B.1. Charges for the first copy of any public records shall be at a minimum \$0.25 per page for microfiche reproductions or paper copies up to 8 1/2 by 14 inches.

2. A two-sided copy shall be considered two pages.

C. Charges for copies of public records on paper larger than 8 1/2 by 14 inches shall be the same as the actual cost to the agency for copying same.

D. Charges for copies of public records on preprinted computer reports shall be the same rate specified in §301.A and B. Each agency shall develop a uniform fee schedule for providing printouts of public records stored in a computer data base utilizing routing utility programs. Such uniform fee schedule shall be first approved by the Division of Administration. An estimated cost shall be given for reproduction of public records stored in a computer which require program modification or specialized programs. The requesting party shall be advised of the estimate, and that it is an estimate, but the actual cost for reproduction, including programming costs, shall be charged if it differs from the estimate.

E. Agencies which have an established fee for copying public records that is in excess of those set forth in the rule must justify that fee in writing and have the established fee approved by the Division of Administration.

F. Copies of public records shall be furnished without charge, or at a reduced charge, to indigent citizens of this state or the persons whose use of such copies will be limited to a public purpose, including, but not limited to, use in a hearing before any governmental regulatory commission.

G. This schedule does not apply to copies of public records, the fees for the reproduction of which are otherwise fixed by law, nor shall this schedule apply to requests for copies from one state agency to another.

AUTHORITY NOTE: Promulgated in accordance with R.S. 39:241 and R.S. 44:32.

HISTORICAL NOTE: Promulgated by the Office of the Governor, Division of Administration, LR 8:411 (August 1982), amended LR 12:229 (April 1986).

§303. Department of State Non-Statutory Fee Schedule

A. The Department of State has established the following schedule of fees to be charged for various filings and services by the Department of State.

Item	Cost
Miscellaneous Certificates	\$20
Replacement Commission Certificates	15
Certified Copies Amended	25
Copies Amended	25
Powers of Attorney	25
Business Opportunity Agents	15
Name Reservations	25
Trade Name Reservations	25
Partnerships	100
Foreign Partnerships	150
Special Handling	30
Vital Records Certified/Uncertified	10
Limited Liability Companies	75
Appointment of Registered Agent, New Officers or Directors	25
Resignation of Agent, Officer or Director	25
Change of Domicile	25
Change of Address	25
Supplemental Initial Report	25
Microfilm per 35mm reel, shipping included	25
Microfilm per 16mm reel, shipping included	20
Document Certification	15
Pension Applications per 10 pages or any part thereof	10
Military Records per 25 pages or any part thereof	10
Legislative Audio Tape, tape provided by Archives	15
Legislative Audio Tape, tape provided by patron	10
5x7 Photo Reproduction	15
8x10 Photo Reproduction	25

AUTHORITY NOTE: Promulgated in accordance with R.S. 49:222.

HISTORICAL NOTE: Promulgated by the Department of State, Office of the Secretary of State, LR 12:689 (October 1986), amended LR 29:372 (March 2003).

Chapter 5. Incentive Award Program

§501. Definitions

Agency—any unit within government that employs classified state civil service employees and has an identifiable self-contained budget or has its financial records maintained according to an accounting system which identifies, to the satisfaction of the legislative auditor, the expenditures and receipts properly attributable to that unit.

Agency Employee Incentive Award Committee (agency committee)—a committee created within an agency that has had its structure approved by the State Employee Incentive Award Committee.

Application—the submittal of a suggestion, on the prescribed form, to an incentive award committee.

Appendix E: Election Time and Expense Reports





Louisiana Secretary of State

ELECTION TIME AND EXPENSE REPORT

FOR USE BY CLERK OF COURT, REGISTRAR OF VOTERS, AND PARISH BOARD OF ELECTIONS SUPERVISORS

Hourly Pay Rate Form

Section 1: General Information

Date*

Name* Title* Parish*

Address* (Street) (City) (State) (ZIP Code)

SSN* Member of the COC Retirement System* Start Date*

Employer Type* Payee Type*

Standard Rate of Pay* Overtime Rate of Pay*

Section 2: Hourly Time Ledger

Date	Time-In	Time-Out	Total Hours	Assign Hours		Duties Performed
				Regular	Overtime	

Section 3: Travel Ledger

Date	Hour		Odometer Reading		Miles	Territory Traveled (List Places Visited)
	DEP.	ARR.	DEP.	ARR.	Traveled	

Section 4: Accounting Use

Standard Rate of Pay:		Σ Regular Hours Worked:	Total:
* Overtime Rate of Pay:		Σ Overtime Hours:	Total:
Total Miles Traveled		Mileage Rate	Total:
			Sub Total:
FICA Rate:	Medicare Rate:	Σ Subject to FICA:	Σ Subject to Medicare
Σ FICA Reimbursement:		Σ Medicare Reimbursement:	Grand Total:

Section 5: Certification

By my Signature below, I certify that the information on this form is accurate and true.

X _____
Payee Signature* Printed Name*

X _____
Approving Authority* Printed Name*



Louisiana Secretary of State

ELECTION TIME AND EXPENSE REPORT

FOR USE BY CLERK OF COURT, REGISTRAR OF VOTERS, AND PARISH BOARD OF ELECTIONS SUPERVISORS

Flat Pay Rate Form

Section 1: General Information

Date*

Name*

Title*

Parish*

Address*

(Street)

(City)

(State)

(ZIP Code)

SSN*

Member of the COC Retirement System*

Start Date*

Employer Type*

Payee Type*

Section 2: Flat Rate Ledger

Rate per Day/Event	# of Days/Locations	Date(s)	Total	Duties Performed
-----------------------	------------------------	---------	-------	------------------

Section 3: Travel Ledger

Date	Hour		Odometer Reading		Miles Traveled	Territory Traveled (List Places Visited)
	DEP.	ARR.	DEP.	ARR.		

Section 4: Accounting Use

Total Miles Traveled	Mileage Rate	Total Flat Rate Pay Amount:
		Total:
		Grand Total:

Section 5: Certification

By my Signature below, I certify that the information on this form is accurate and true.

X

Payee Signature*

Printed Name*

X

Approving Authority*

Printed Name*

Appendix F: Expense Reimbursement Form



Appendix G: Expense Approval Request Form





Expense Approval Request Form

Elections Division
P.O. Box 94125
Baton Rouge, LA 70804-9125
225-922-0900 (o)
225-922-0945 (f)

Date of Request: _____

Parish: _____

Office Name: _____

Address: _____
Street City State Zip Code

Contact Name: _____ Contact Title: _____

Contact Phone: _____ Contact Email: _____

Expense Request Details:

Expense Request Justification:

Please Attach Any Necessary Documentation

SOS OFFICE USE ONLY

Approved	Denied	_____ Reason
_____ Authorized Signature		_____ Date

Appendix H: Request for Security Form



Request for Security

Date: _____

To: **Sherri Hadskey, Commissioner of Elections**

From: **Clerk of Court**

Parish: _____

Number of security personnel requested _____

Reimbursement shall not exceed \$30 an hour, unless a higher fee is approved in advance by the secretary or their designee in accordance with the policies stipulated in the COC/PBES Elections Expense Manual.

By checking this box, I am requesting a higher hourly rate of pay for security personnel.

Hourly rate of pay requested is _____

List the dates and times request for security personnel below:

Date	Start Time	End Time

Justification:

Election Expense Manual

**(Clerks of Court and Parish Boards of
Election Supervisors)**

