

**Section V. C. 2. - Travel by Privately-Owned vehicle**

Mileage Rate	53 cents per mile
Relocation Rate (see FASOP: AS-01, Relocation Reimbursement)	Rate in effect at time of move

**Section VI. A. 2. Single Day Meal**

Breakfast & Lunch: The 12 hours travel duration must begin at or before 6 a.m.	\$22
Lunch: Requires 12 hours duration in travel status	\$13
Lunch & Dinner: The 12 hours travel duration must end at or after 8 p.m.	\$42
Maximum Meal Allowance for Single Day Travel	\$42
Note: Employees must be in travel status for a minimum of 12 hours to be eligible for meals on single day travel.	

**Section VI. C. 1. Meals**

Areas	Breakfast	Lunch	Dinner	Total
Tier I: In state cities, with the exception of New Orleans	9	13	29	51
Tier II: New Orleans and out-of-state cities, with exception of cities in Tiers III & IV	10	19	30	59
Tier III: Atlanta, Austin, Cleveland, Dallas/Fortworth, Denver, Ft. Lauderdale, Hartford, Houston, Kansas City, MO, Las Vegas, Los Angeles, Miami, Minneapolis/St. Paul, Nashville, Oakland, Orlando, Philadelphia, Phoenix, Pittsburgh, Portland, OR, Sacramento, San Antonio, San Diego, Sedona, St. Louis, Wilmington, DE, Puerto Rico, Virgin Island, all of Alaska and Hawaii, American Samoa, Guam and Saipan	12	17	32	61
Tier IV: Alexandria & Arlington, VA, Baltimore, Boston, Chicago, New York City, San Francisco, Seattle, Washington, DC, and International Cities	13	19	36	68

**Section VI. D. 1. Routine Lodging Allowances**

Areas	Routine
Tier I: In state cities (except as listed)	91
Alexandria/Leesville/Natchitoches	97
Baton Rouge - EBR	97
Covington/Slidell - St. Tammany	91
Lafayette	91
Lake Charles - Calcasieu	91
Tier II: New Orleans - Orleans, St. Bernard, Jefferson and Plaquemines parishes (May - Sept)	128
New Orleans - Orleans, St. Bernard, Jefferson and Plaquemines parishes (Oct - April)	156
Out-of-State (except cities listed in Tier III & IV)	91
Tier III: Atlanta, Austin, Cleveland, Dallas/Fortworth, Denver, Ft. Lauderdale, Hartford, Houston, Kansas City, MO, Las Vegas, Los Angeles, Miami, Minneapolis/St. Paul, Nashville, Oakland, Orlando, Philadelphia, Phoenix, Pittsburgh, Portland, OR, Sacramento, San Antonio, San Diego, Sedona, St. Louis, Wilmington, DE, Puerto Rico, US Virgin Island, all of Alaska and Hawaii, American Samoa, Guam and Saipan	134
Tier IV: Baltimore, San Francisco, Seattle, Chicago, Boston	212
International Cities	200
Alexandria & Arlington, VA, New York City, Washington, DC	225

**Section V. D. - Public Ground Transportation**

Airport Shuttle/Limousines and Taxis:	Require a receipt & tips may not exceed 20% of the total charge.
Other forms of Public Ground Transportation:	Limited to \$15 per day without a receipt, claims in excess of \$15 per day require a receipt. (i.e. Buses, Subways, etc.)

**Section VI. F. - Parking and Related Expenses**

Baton Rouge Airport:	Contract Rate is \$3.50 per day (no receipts required) for parking in the indoor parking garage, as well as the outside, fenced parking lot at the airport.
New Orleans Airport:	Contract Rate is \$7 per day and \$42 weekly (no receipts required) If parking at another facility, employees are allowed up to \$7 per day with a receipt. <i>Note: All taxes and fees are inclusive of the contract rate minus sales tax.</i>
Other Parking:	For each transaction over \$5, a receipt is required. Other parking includes airport parking, except for the two airports listed above, ferry fares, and road and bridge tolls.
Valet Parking Tips:	Not to exceed \$2 per day.

**Section VII. - Reimbursement for Other Expenses**

Communication Expenses for International Travel:	Allowed up to \$10 upon arrival at each destination and prior to departure from each destination within the first or last 24 hours of the trip.
Baggage Handling for Hotels:	Tips may be paid one time up to \$3 upon check-in and upon check-out.
Baggage Handling for Airports:	Tips may be paid one time up to \$3 for outbound departure and inbound departure.

**Section X. B. 1. Reimbursement Limits for Special Meals**

<u>Meal</u>	<u>Maximum Allowed</u>
Breakfast	\$15 per person
Lunch	\$20 per person
Buffet Dinner Reception	\$20 per person
Dinner	\$35 per person
Refreshments	\$4.50 per person
Receptions	\$7 per person

*Note: Tips must be reasonable and not to exceed 20%*