



UNIVERSITY TRAVEL RATES

Section V. C. 2. - Travel by Privately-Owned Vehicle

Mileage Rate	56 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.	\$28
Lunch: Requires 12 hours duration in travel status	\$16
Lunch & Dinner: The 12 hours travel duration must end at or after 8 p.m.	\$45
Maximum Meal Allowance for Single Day Travel - Employees must be in travel status for a minimum of 12 hours to be eligible for meals on single day travel.	\$45

Section VI. C. 1. - Meals

Areas	Description	Breakfast	Lunch	Dinner	Total
Tier I	In state cities, with the exception of New Orleans	12	16	29	57
Tier II	New Orleans and out-of-state cities, with exception of cities in Tiers III & IV	13	18	31	62
Tier III	Atlanta, Austin, Cleveland, Dallas/Fort Worth, 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	13	19	33	65
Tier IV	Alexandria & Arlington, VA, Baltimore, Boston, Chicago, New York City, San Francisco, Seattle, Washington, DC, and International Cities	14	21	36	71

Section VI. D. 1. - Routine Lodging Allowances

Areas	Description	Routine
Tier I	In state cities (except as listed)	96
Tier I	Alexandria/Leesville/Natchitoches	99
Tier I	Baton Rouge – EBR	99
Tier I	Baton Rouge - Lod Cook only	109
Tier I	Covington/Slidell - St. Tammany	96
Tier I	Lafayette	96
Tier I	Lake Charles - Calcasieu	96
Tier II	New Orleans - Orleans, St. Bernard, Jefferson and Plaquemines parishes (Jul - Sept)	136
Tier II	New Orleans - Orleans, St. Bernard, Jefferson and Plaquemines parishes (Oct - Jan)	136
Tier II	New Orleans - Orleans, St. Bernard, Jefferson and Plaquemines parishes (Feb - June)	158
Tier II	Out-of-State (except cities listed in Tier III & IV)	96
Tier III	Atlanta, Austin, Cleveland, Dallas/Fort Worth, 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	170
Tier IV	Baltimore, San Francisco, Seattle, Chicago, Boston	212
Tier IV	International Cities	200
Tier IV	Alexandria & Arlington, VA, New York City, Washington, DC	225



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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 \$4.50 per day (receipts required) for parking in the indoor parking garage, as well as the outside, fenced parking lot at the airport.
New Orleans Airport	At this time, only USPARK's uncovered parking is reimbursable with receipts (as published on USPARK.net). If parking at another facility, employees are allowed actual expenses for uncovered parking with a receipt. Note: All taxes and fees are inclusive of the contract rate minus sales tax.
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 \$5 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 \$5 upon check-in and upon check-out.
Baggage Handling for Airports	Tips may be paid one time up to \$5 for outbound departure and inbound departure. (Maximum total for entire trip is not to exceed \$10.)

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

Meal	Maximum Allowed
Breakfast	\$15 per person
Lunch	\$20 per person
Buffet Dinner Reception	\$20 per person
Dinner	\$35 per person
Refreshments	\$5.50 per person
Receptions	\$8 per person

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