



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

Mileage Rate	54 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	12	17	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	19	33	64
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)	93
Alexandria/Leesville/Natchitoches	96
Baton Rouge - EBR	105
Covington/Slidell - St. Tammany	93
Lafayette	93
Lake Charles - Calcasieu	93
Tier II: New Orleans - Orleans, St. Bernard, Jefferson and Plaquemines parishes (May - June)	152
New Orleans - Orleans, St. Bernard, Jefferson and Plaquemines parishes (Jul - Aug)	109
New Orleans - Orleans, St. Bernard, Jefferson and Plaquemines parishes (Sept - Jan)	148
New Orleans - Orleans, St. Bernard, Jefferson and Plaquemines parishes (Feb - Apr)	173
Out-of-State (except cities listed in Tier III & IV)	93
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	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 (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 (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	
Meal	Maximum Allowed
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
<i>Note: Tips must be reasonable and not to exceed 20%</i>	