UNO Travel Pocket Guide 2022-2023

PPM-49
All UNO travel is governed by PPM-49, the Louisiana Travel Guide. All UNO travelers must comply with the rules and regulations outlined in PPM-49.

Spend Authorization
A Spend Authorization in Workday must be approved prior to departure and purchasing travel expenditures. Unauthorized travel expenses will be the personal responsibility of the traveler.

Travel Dates
The dates of travel must fall within the dates indicated on the approved spend authorization. Travel outside the approved dates will require the Department Chair / Head’s approval.

State Liability Travel Card / CBA
Airfare, Conference Registration Fees, Lodging, and Vehicle Rentals must be charged to a traveler’s state travel card or UNO’s CBA account. Out of pocket purchases are not permitted and will not be reimbursed without prior approval from the Office of State Travel. Additionally, all state travel card and CBA purchases must be expensed on the traveler’s Workday Expense Report within 15 days after the trip has occurred. Please contact Accounts Payable for state travel card or CBA questions.

Airfare
The state travel card or CBA must be used as the form of payment. All airfare must be purchased through Christopherson Business Travel, the State’s contracted booking agent. Christopherson’s contact information is listed as follows:

Phone #: (800) 961-0720
Email: statelauniv@cbtravel.com
Login Website: https://app.cbtat.com

It is the responsibility of the traveler to ensure airline credits from unused flights are used prior to the expiration date. Christopherson can assist in applying a credit toward future UNO business flights.

Baggage Allowances
For airline travel, one bag is allowed for a trip up to 5 days. An additional bag is allowed for 6 – 10 days of travel. An itemized receipt is required for reimbursement. Travelers can be reimbursed for excess airline baggage charges (overweight baggage) only in the following circumstances:
- When traveling with heavy or bulky materials or equipment necessary for business.
- The excess baggage consists of UNO records or property.

Conference Registration Fees
The state travel card or CBA must be used as the form of payment. The conference registration fee, along with courses and workshops associated with the conference are allowed. Additional activities such as tours and entertainment are not permitted. Individual memberships must be pre-approved by the President’s Office, even when combined with a conference registration fee.

Vehicle Rental
The state travel card or CBA must be used as the form of payment for vehicle rentals. All vehicle rentals must be pre-approved on the traveler’s Workday spend authorization as an authorized expense.

The state has contracted with Enterprise, National, and Hertz for in-state and out-of-state vehicle rentals. Compact or Intermediate vehicle classes are allowed, unless non-availability is documented, or the vehicle is used to transport two or more persons. The rental company’s corporate number must be used at the time of booking to ensure the state rate is charged and insurance are included. Additional insurances not included with the state contracts or fuel options / services are not allowed. Louisiana vehicle rentals are state sales tax exempt. Using the company’s corporate number will remove state sales tax from the purchase. It is the traveler’s responsibility to ensure state sales tax is removed when the vehicle is returned. The traveler is responsible for reimbursing UNO for any in-state taxes charged. Vehicle reservations are not to be made at an airport location for daily routine travel, as this will add unnecessary cost to the rental.

Contact information and pricing for Enterprise, National, and Hertz is listed below.

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Corporate Number: NA1403
Phone Number: 1-800-RENT-A-CAR
www.enterprise.com/en/home.html
www.nationalcar.com

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Corporate Number: 70592
Phone Number: 1-800-654-3131
www.HERTZ.com

Fuel Purchases
Fuel purchases are only allowed for UNO business vehicle rentals or state owned vehicles that are not associated with a Fuel Track Card Program. Receipts must be itemized, PRE-PAID receipts are not allowed, and only regular unleaded fuel is permitted. Fuel cannot be reimbursed for a personal vehicle.
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MILEAGE
The mileage reimbursement rate is $0.625 per mile. The 99 mile limitation has been removed but a state owned vehicle or state rented vehicle should be used prior to a personal vehicle when mileage exceeds 99 miles. A traveler must receive prior approval from their department head to use his/her personal vehicle and be reimbursed more than 99 miles.

PARKING
New Orleans Airport Parking: USPARK’s, uncovered parking is reimbursable at a rate of $14.00 per day plus tax with a receipt. In the event that USPARK has no availability, prior approval by the Office of State Travel must be obtained to receive reimbursement at other New Orleans airport parking locations.

Non-Airport Parking: Travelers using motor vehicles on official UNO business may be reimbursed for all other parking, including non-New Orleans Airport parking, ferry fares, and road and bridge tolls. A receipt is required for each transaction over $5.

GROUND TRANSPORTATION
Airport shuttle, taxis, Uber or Lyft type services, and all other public transportation where a receipt is available, requires a receipt for reimbursements. A driver’s tip may be given and must not exceed 20% of total charge, and the amount of tip must be included on the receipt that is 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. Public ground transportation claims for reimbursement in excess of $10 per day requires a receipt.

MEALS

Single Day Meals: Meal and Incidental Reimbursement for Single Day Travel - Meals are not eligible for reimbursement on single day travel. When an authorized traveler of the State is in travel status where no overnight stay is required, meals are not eligible for reimbursement. However, the department head is allowed to authorize single day meal reimbursements 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 agency. Reimbursements for single day travel must not exceed 75 percent of the total M&IE rate for the applicable travel location meal rates. This rate is listed as the first and last day of travel on the M&IE rates page of the applicable location.

LODGING
The state travel card or CBA must be used as the form of payment. Itemized receipts are always required for lodging expenses. UNO can only pay for the daily room rate and applicable taxes. UNO is state sales tax exempt at all Louisiana hotels. A lodging state sales tax exempt form must be submitted to the hotel for state sales tax to be removed. The traveler is responsible for reimbursing UNO for any in-state taxes charged. Tax Recovery Charges, Service fees and/or Booking fees are not allowed. Parking is an allowable charge on a lodging receipt if a personal or rental vehicle is used during travel. Room service and other incidentals are not allowed. Resort fees are not allowed, unless a traveler is staying at a conference group hotel that charges a resort fee. Lodging rates for the 48 contiguous states are based on the GSA lodging rates for the applicable location. The GSA lodging rates can be found at [https://www.gsa.gov/travel/plan-book/per-diem-rates](https://www.gsa.gov/travel/plan-book/per-diem-rates).

Routine Lodging Overage:
Lodging overage, up to 50% of the published rate in PPM-49, can be used if the overage is approved by the traveler’s department. A notation in the “Memo” field and supporting documentation that the current lodging rates exceed PPM-49’s rate must be included in the approved Workday spend authorization.

Actual Conference Rate: A traveler can stay at an official conference hotel that is above the city’s allowed lodging rate published in PPM-49 if documentation is provided verifying the conference hotel rate (e.g., printout from the conference website stating the rate, brochure, etc.). A notation in the “Memo” field on the spend authorization in Workday must be made indicating that the traveler will stay at the conference hotel, along with verification of the conference hotel rate attached.

Hotel Cancellations: Travelers are responsible for adhering to the hotel’s cancellation policy that is set by the hotel. If a traveler does not cancel a hotel stay within the allocated time frame that is set by the hotel, the traveler will be responsible for the amount charged.

COMMUNICATION and OTHER EXPENSES
Domestic Overnight Travel: Up to $3 for personal telephone calls upon arrival at each destination and up to $3 for personal telephone calls every second night after the first night if the travel extends several days. Receipts are not required.

International Travel: Up to $10 for personal telephone calls upon arrival at each destination and up to $10 for personal telephone calls every second night after the first night if the travel extends several days. Receipts are not required.

Internet: Internet access charges for official state business from hotels or other travel locations are treated the same as business telephone charges.
Hotel and Airport Baggage Tips: There is a $5 maximum limit on departure and return of travel, totaling $10.

QUESTIONS
If you have any questions, please contact Debby Charrier at dcharrie@uno.edu or Gretchen Smith at gsmith1@uno.edu.

Updated 09/30/2022

For more detailed guidelines, refer to PPM-49