

## 2008/2009 Travel Rules and Regulations

**Mileage** = \$.52/mile

**Meals** (Including Tax and Tips)

Tier	Areas	Breakfast	Lunch	Dinner	Total
I	In-state cities, w/the exception of New Orleans	8	11	15	34
II	New Orleans and out-of-state cities, with the exception of the cities listed in Tiers III & IV	9	13	19	41
III	Atlanta, Austin, Cleveland, Dallas/Ft. Worth, Denver, Detroit, Ft. Lauderdale, Galveston, Hartford, Houston, Kansas City, MO, Las Vegas, Los Angeles, Miami, Minneapolis/St. Paul, Nashville, Oakland, Orlando, Philadelphia, Phoenix, Pittsburgh, Portland, ME, Portland, OR, Sacramento, San Antonio, San Diego, St. Louis, Tampa, Wilmington, DE, Puerto Rico, US Virgin Islands, all of Alaska & Hawaii, American Samoa & Guam	12	16	24	52
IV	Alexandria & Arlington, VA, Baltimore, Boston, Chicago, New York City, San Francisco, Seattle, Washington, DC, and international cities	13	18	29	60

**Lodging Allowances** – Plus tax and any mandatory surcharge. Receipts Required.

Tier	Lodging Area	Amount
I	In-state cities (except as listed)	70
	Baton Rouge – EBR	99
	Covington/Slidell – St. Tammany	96
	Lafayette	79
	Lake Charles – Calcasieu	76
	Shreveport – Caddo/Bossier	70
II	New Orleans – Orleans, St. Bernard, Jefferson & Plaquemines parishes (July – Sept)	99
	New Orleans – Orleans, St. Bernard, Jefferson & Plaquemines parishes (Oct – June)	131
	Out-of-state (except cities listed in Tiers III & IV)	85
III	Atlanta, Austin, Cleveland, Dallas/Ft. Worth, Denver, Detroit, Ft. Lauderdale, Galveston, Hartford, Houston, Kansas City, MO, Las Vegas, Los Angeles, Miami, Minneapolis/St. Paul, Nashville, Oakland, Orlando, Philadelphia, Phoenix, Pittsburgh, Portland, ME, Portland, OR, Sacramento, San Antonio, San Diego, St. Louis, Tampa, Wilmington, DE, Puerto Rico, US Virgin Islands, all of Alaska & Hawaii, American Samoa & Guam	135
IV	Baltimore, San Francisco, Seattle	175
	Chicago & international cities	200
	Alexandria & Arlington, VA, Boston, New York City, Washington, DC	225

**Conference Lodging** – Plus tax and any mandatory surcharge; receipts required. A department head has the authority to approve actual cost of conference lodging, for single occupancy, when the traveler is staying at the designated conference hotel. If there are multiple designated conference hotels, the lowest designate conference hotel should be utilized, if applicable. In the event the designated conference hotel(s) have no room availability, a department head may approve to pay actual hotel cost not to exceed the conference lodging rates for the other hotels located near the conference hotel. Documentation required is a registration receipt and a formal agenda or program. Meals that are a designated integral part of the conference may be reimbursed on an actual expenses basis with prior approval by the direct supervisor.