

## TRAVEL EXPENSE GUIDELINES

**Lodging: Employees will be reimbursed lodging rate, plus tax and any mandatory surcharge. (Receipts are required)**

<b>TIER I</b>	
<b>Breakfast</b>	<b>\$ 8</b> <i>(Travel begins at/or before 6 a.m. on the first day or extends beyond 9 a.m. on the last day of travel)</i>
<b>Lunch</b>	<b>\$ 12</b> <i>(Travel begins at/or before 10 a.m. on the first day or extends beyond 2 p.m. on the last day of travel)</i>
<b>Dinner</b>	<b>\$ 21</b> <i>(Travel begins at/or before 4 p.m. on the first day or extends beyond 8 p.m. on the last day of travel)</i>
<b>Total</b>	<b>\$ 41</b>
	<b>LODGING RATE is 125% of State Lodging Rate</b>
<b>Lodging Area</b>	<b>Routine Lodging</b> <i>(does not include fees/other charges)</i>
In-State Cities (except as listed)	<b>\$ 97</b>
Covington/Slidell-St. Tammany	<b>\$ 110</b>
Lake Charles-Calcasieu	<b>\$ 99</b>
Lafayette	<b>\$ 109</b>

<b>TIER II</b>	
<b>Breakfast</b>	<b>\$ 10</b> <i>(Travel begins at/or before 6 a.m. on the first day or extends beyond 9 a.m. on the last day of travel)</i>
<b>Lunch</b>	<b>\$ 14</b> <i>(Travel begins at/or before 10 a.m. on the first day or extends beyond 2 p.m. on the last day of travel)</i>
<b>Dinner</b>	<b>\$ 28</b> <i>(Travel begins at/or before 4 p.m. on the first day or extends beyond 8 p.m. on the last day of travel)</i>
<b>Total</b>	<b>\$ 52</b>
	<b>LODGING RATE is 125% of State Lodging Rate</b>
<b>Lodging Area</b> <i>(maximum per person limit)</i>	<b>Routine Lodging</b> <i>(does not include fees/other charges)</i>
New Orleans-Orleans, St. Bernard, Jefferson and Plaquemines Parishes (July 1-Sept 30)	<b>\$ 123</b>
New Orleans-Orleans, St. Bernard, Jefferson and Plaquemines Parishes (Oct. 1-June 30)	<b>\$ 164</b>
Out-of-State (Except Cities listed in Tier III & IV)	<b>\$ 107</b>

<b>TIER III</b>	
<b>Breakfast</b>	<b>\$ 12</b> <i>(Travel begins at/or before 6 a.m. on the first day or extends beyond 9 a.m. on the last day of travel)</i>
<b>Lunch</b>	<b>\$ 17</b> <i>(Travel begins at/or before 10 a.m. on the first day or extends beyond 2 p.m. on the last day of travel)</i>
<b>Dinner</b>	<b>\$ 28</b> <i>(Travel begins at/or before 4 p.m. on the first day or extends beyond 8 p.m. on the last day of travel)</i>
<b>Total</b>	<b>\$ 57</b>
	<b>LODGING RATE is 125% of State Lodging Rate</b>
<b>Lodging Area</b> <i>(maximum per person limit)</i>	<b>Routine Lodging</b> <i>(does not include fees/other charges)</i>
Austin, TX; Atlanta, GA; Cleveland, OH; Dallas/Fort Worth, TX; Denver, Co; Detroit, MI; Ft. Lauderdale, FL; Galveston, TX; Hartford, CT; Houston, TX; Kansas City, MO; Las Vegas, NV; Los Angeles, CA; Miami, FL; Minneapolis/St. Paul, MN; Nashville, TN; Oakland, CA; Orlando, Fl; Philadelphia, PA; Phoenix, AZ, Pittsburgh, PA; Portland, ME; Portland, OR; Sacramento, CA; San Antonio, TX; San Diego, CA; St. Louis, MO; Tampa, FL; Wilmington, DE; all of Alaska and Hawaii, Puerto Rico; Virgin Island; American Samoa; Guam	<b>\$ 169</b>

<b>TIER IV</b>	
<b>Breakfast-</b>	<b>\$ 13</b> <i>(Travel begins at/or before 6 a.m. on the first day or extends beyond 9 a.m. on the last day of travel)</i>
<b>Lunch</b>	<b>\$ 19</b> <i>(Travel begins at/or before 10 a.m. on the first day or extends beyond 2 p.m. on the last day of travel)</i>
<b>Dinner</b>	<b>\$ 33</b> <i>(Travel begins at/or before 4 p.m. on the first day or extends beyond 8 p.m. on the last day of travel)</i>
<b>Total</b>	<b>\$ 65</b>
	<b>LODGING RATE is 125% of State Lodging Rate</b>
<b>Lodging Area</b> <i>(maximum per person limit)</i>	<b>Routine Lodging</b> <i>(does not include fees/other charges)</i>
Baltimore, MD; San Francisco, CA; Seattle, WA;	<b>\$ 219</b>
Alexandria, VA; Arlington, VA; Boston, MA; New York City, NY; Washington, DC	<b>\$ 282</b>
Chicago, IL; and International Cities	<b>\$ 250</b>