

The State of Louisiana's entry into a State Motor Pool Rental Contract for Business Travel with Enterprise Rent-A-Car has effected a **change** in the University Travel Regulations PM-13.

To summarize:

- For **IN-STATE** travel of **less** than 100 miles (short trips):
 - Employee may use personal vehicle at rate of 0.32 cents per mile (maximum reimbursement now \$31.68; employee's insurance primary).
 - Employee may request a university vehicle from Facility Services' Motor Pool.
 - Employee may rent a vehicle from Enterprise (Facility Services will call). Please attach the Facility Services' email indicating no vehicle is available to your travel reimbursement request.
- For **IN-STATE** travel of **more** than 99 miles:
 - Employee **must** request a university vehicle from Facility Services' Motor Pool.
 - If no vehicle available, you must attach the Facility Services' email indicating no vehicle is available to your travel reimbursement request for the following:
 - Rent from Enterprise (Facility Services will call); **OR**,
 - Use your personal vehicle
 - **Maximum** reimbursement is now **\$31.68** (or 32 cents per mile for a maximum of 99 miles).
 - **Employee's** vehicle insurance must be adequate and is **primary**.
- For **OUT-OF-STATE** travel:
 - Employee **must** request a university vehicle from Facility Services. If no vehicle is available, you must attach the Facility Services' email indicating no vehicle is available to your travel reimbursement request for the following:
 - Use your personal vehicle
 - Out of state traveler must get a quote for airfare; then if traveler chooses to use his/her own car, traveler will be reimbursed the **LESSER** of the two amounts (mileage at 0.32 cents per mile or airfare quote).
 - **Employee's** vehicle insurance must be adequate and is **primary**.
 - Use a rental vehicle
 - Use your LaCarte or personal charge card
 - **Employee's** vehicle insurance must be adequate and is **primary**.
 - **If traveler chooses to fly, maximum** reimbursement will be the airfare quote.

This communication rescinds the travel memo of October 22, 2009. Enforcement of the new policy is effective with travel beginning January 1, 2010.