**Per Diem Meals & Lodging:** No receipts required for Per Diem Meals. Receipts are required for lodging approved at U.S. Department of State rates. Any meals included in the registration fee for a conference/convention must be excluded from the daily meal allowance. See the Reimbursement Schedules on the back of this guide for meals & lodging reimbursement rates.

**Eligibility for Reimbursement of Meals & Lodging:**

A. Single Day Travel – Meals are not eligible for reimbursement on single day travel. However, the department head/designee will be allowed to authorize single day meal reimbursements on a case-by-case basis. Any such reimbursements must be considered taxable income to the employee. The traveler must be in a travel status for a minimum of 12 hours. The maximum allowance for meal reimbursement for single day travel will be $42.

1. Breakfast & Lunch: $22 – Travel must begin at/or before 6 a.m.
2. Lunch: $13
3. Lunch & Dinner: $42 – Travel must end at/or after 8 p.m.

B. Travel with Overnight Stay

1. Breakfast: When travel begins at/or before 6 a.m. on the 1st day of travel and extends to/or beyond 9 a.m. on the last day of travel, and for any intervening days.
2. Lunch: When travel begins at/or before 10 a.m. on the 1st day of travel and extends to/or beyond 2 p.m. on the last day of travel, and for any intervening days.
3. Dinner: When travel begins at/or before 4 p.m. on the 1st day of travel and extends to/or beyond 8 p.m. on the last day of travel, and for any intervening days.

C. Alcohol – Reimbursement for alcohol is prohibited.

**Conference Lodging:** Travelers may be reimbursed for conference lodging at actual rates with Department Head approval. Travelers must provide documentation designating the official conference hotel and the nightly rate.

**Receipt Requirements:** Original itemized receipts are required for all travel expenses except for the following:

1. Buses, subway and street car/trolley fares $15 or less daily;
2. Non-local parking, fares and tolls $5 or less per transaction. B.R. airport parking is limited to $3.50/day (or up to $5/day with a receipt) and N.O. airport parking at Park N’ Fly is limited to $7/day or $42/week (or up to $7/day with receipt if parking at another facility);
3. Tips for baggage handling up to $3 upon each hotel check-in/check-out and airport outbound/inbound departure trip;

**Luggage charges** from airlines may be reimbursed, with a receipt, for the 1st checked bag for a business trip of 5 days or less and for a 2nd bag for a 6-10 day business trip and/or additional baggage which is business related and required by the department. Travelers will be reimbursed for excess baggage charges (overweight baggage) only in the following circumstances:

1. When traveling with heavy or bulky materials or equipment necessary for business.
2. The excess baggage consists of organization records or property.

**Mileage rate** is currently $0.53 per mile. Refer to PM-13 for mileage reimbursement information.
## MEALS REIMBURSEMENT SCHEDULE

<table>
<thead>
<tr>
<th>TIER</th>
<th>MEALS AREA</th>
<th>Breakfast</th>
<th>Lunch</th>
<th>Dinner</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>In-state cities, with the exception of New Orleans</td>
<td>9</td>
<td>13</td>
<td>29</td>
<td>51</td>
</tr>
<tr>
<td>II</td>
<td>New Orleans and out-of-state cities, with the exception of the cities listed in Tiers III &amp; IV</td>
<td>10</td>
<td>19</td>
<td>30</td>
<td>59</td>
</tr>
<tr>
<td>III</td>
<td>Atlanta, Austin, Cleveland, Dallas/Fort Worth, 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, U.S. Virgin Islands, all of Alaska and Hawaii, American Samoa, Guam and Saipan</td>
<td>12</td>
<td>17</td>
<td>32</td>
<td>61</td>
</tr>
<tr>
<td>IV</td>
<td>Alexandria &amp; Arlington, VA, Baltimore, Boston, Chicago, New York City, San Francisco, Seattle, Washington, DC, and international cities</td>
<td>13</td>
<td>19</td>
<td>36</td>
<td>68</td>
</tr>
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</table>

## ROUTINE LODGING REIMBURSEMENT SCHEDULE

<table>
<thead>
<tr>
<th>TIER</th>
<th>LODGING AREA</th>
<th>Routine</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>In-state cities (except as listed)</td>
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</tr>
<tr>
<td></td>
<td>Alexandria, Leesville, Natchitoches</td>
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<td></td>
<td>Baton Rouge – EBR</td>
<td>97</td>
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<td></td>
<td>Covington/Slidell - St. Tammany</td>
<td>91</td>
</tr>
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<td></td>
<td>Lafayette</td>
<td>91</td>
</tr>
<tr>
<td></td>
<td>Lake Charles – Calcasieu</td>
<td>91</td>
</tr>
<tr>
<td>II</td>
<td>New Orleans - Orleans, St. Bernard, Jefferson and Plaquemines parishes (May – Sept)</td>
<td>128</td>
</tr>
<tr>
<td></td>
<td>New Orleans - Orleans, St. Bernard, Jefferson and Plaquemines parishes (Oct – April)</td>
<td>156</td>
</tr>
<tr>
<td></td>
<td>Out-of-state (except cities listed in Tiers III &amp; IV)</td>
<td>91</td>
</tr>
<tr>
<td>III</td>
<td>Atlanta, Austin, Cleveland, Dallas/Fort Worth, 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, U.S. Virgin Islands, all of Alaska and Hawaii, American Samoa, Guam and Saipan</td>
<td>134</td>
</tr>
<tr>
<td>IV</td>
<td>Baltimore, San Francisco, Seattle, Chicago, Boston</td>
<td>212</td>
</tr>
<tr>
<td></td>
<td>International Cities</td>
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<tr>
<td></td>
<td>Alexandria &amp; Arlington, VA, New York City, Washington DC</td>
<td>225</td>
</tr>
</tbody>
</table>

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