



UNIVERSITY TRAVEL RATES

Section V. A. 2. - Travel by Privately-Owned Aircraft

Mileage Rate	https://www.gsa.gov/travel/plan-book/transportation-airfare-pov-etc/privately-owned-vehicle-mileage-rates
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Section V. C. 2. - Travel by Privately-Owned Vehicle

Mileage Rate	https://www.gsa.gov/travel/plan-book/transportation-airfare-pov-etc/privately-owned-vehicle-mileage-rates
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Section VI. A. 1. - Single Day Meal Allowances

Reimbursements for single day travel must not exceed 75% of the M&IE rate for the travel destination. The GSA meal rates can be found at https://www.gsa.gov/travel/plan-book/per-diem-rates .
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Section VI. A. 2. - Meals & Incidental Expenses Allowances

Areas	Breakfast	Lunch	Dinner	Incidentals	Total	First/Last Day
48 continental United States, including District of Columbia	https://www.gsa.gov/travel/plan-book/per-diem-rates					
Alaska, Hawaii, and U.S. Territories (Puerto Rico, U.S. Virgin Islands, American Samoa, Guam and Saipan)	\$20	\$34	\$51	\$5	\$110	\$82.50
International	https://aoprals.state.gov/web920/per_diem.asp					
Reimbursements for first and last day of travel must not exceed 75% of the M&IE rate for the travel destination.						

Section VI. B. 1. - Routine Lodging Allowances

Areas	Routine
48 continental United States, including District of Columbia	https://www.gsa.gov/travel/plan-book/per-diem-rates
Baton Rouge – Lod Cook only	\$126
Alaska, Hawaii, and U.S. Territories (Puerto Rico, U.S. Virgin Islands, American Samoa, Guam and Saipan)	\$225
International	https://aoprals.state.gov/web920/per_diem.asp

Section V. D. - Public Ground Transportation

Airport Shuttle/Limousines and Taxis	Require a receipt & tips may not exceed 20% of the total charge.
Other forms of Public Ground Transportation	Limited to \$10 per day without a receipt, claims in excess of \$10 per day require a receipt (i.e., Buses, Subways, etc.).

Section VI. F. - Parking and Related Expenses

Baton Rouge Airport	\$8.00 per day (receipts required) for parking in the indoor garage, as well as the outside parking lot at the airport.
New Orleans Airport	Surface Lot rate is \$20 per day, Airline Economy Garage rate is \$12 per day, or US Park at \$16 per day. Receipts are required.
Other Parking	For each transaction over \$5, a receipt is required. Other parking includes airport parking, except for the two airports listed above, ferry fares, and road and bridge tolls.

Section VII. - Reimbursement for Other Expenses

Communication Expenses for International Travel	Allowed up to \$10 upon arrival at each destination and prior to departure from each destination within the first or last 24 hours of the trip.
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Section X. B. 1. - Reimbursement Limits for Special Meals

Meal	Maximum Allowed
Breakfast	\$18 per person
Lunch	\$25 per person
Dinner	\$45 per person
Refreshments	\$5.50 per person
Receptions	\$8 per person

Note: Tips must be reasonable and not more than 20%.