

Policy and Procedure Memorandum 49

S1504. Methods of Transportation

C. Motor Vehicle

No vehicle may be operated in violation of state or local laws. No traveler may operate a vehicle without having in his/her possession a valid U.S. driver's license. Safety restraints shall be used by the driver and passengers of vehicles. All accidents, major and minor, shall be reported first to the local police department or appropriate law enforcement agency. An accident report form, available from the Office of Risk Management (ORM) of the Division of Administration should be completed as soon as possible and returned to ORM, together with names and addresses of principals and witnesses. Any questions about this should be addressed to the Office of Risk Management of the Division of Administration. These reports shall be in addition to reporting the accident to the Department of Public Safety as required by law.

Any persons who are not official state employees must sign an Indemnification Form, located at Office of State Travel's website, <http://www.doa.louisiana.gov/osp/travel/forms.htm> prior to riding in or driving a state-owned vehicle or rental vehicle on behalf of the State. Each agency is responsible in ensuring that this along with any other necessary documents are completed and made part of the travel file prior to travel dates.

1. State-Owned Vehicles

a. No person may be authorized to operate or travel in a fleet vehicle unless that person is a classified or unclassified employee of the State of Louisiana; any duly appointed member of a state board, commission, or advisory council; and any other person who has received specific approval from the Department Head or his designee to operate or travel in a fleet vehicle on official state business. A centralized file must be kept containing all of these approvals. Students shall not be authorized to drive state-owned or rented vehicles for use on official state business if not employed by the State.

b. All purchases made on state fuel credit cards must be signed for by the approved traveler making the purchase. The license number, the unit price, and quantity of the commodity purchased must be noted on the delivery ticket by the vendor. Items incidental to the operation of the vehicle may be purchased via state gasoline credit cards only when away from official domicile on travel status. In all instances where a credit card is used to purchase items or services which are incidental to the operation of a vehicle, a copy of the credit ticket along with a written explanation of the reason for the purchase will be attached to the monthly report mentioned in this subsection. State-owned credit cards will not be issued to travelers for use in the operation of privately owned vehicles.

c. Travelers in state-owned automobiles who purchase needed repairs and equipment while on travel status shall make use of all fleet discount allowances and state bulk purchasing contracts where applicable. Each agency/department shall familiarize itself with the existence of such allowances and/or contracts and location of vendors by contacting the Purchasing Office, Division of Administration.

d. State-owned vehicles may be used for out-of-state travel only if permission of the department head has been given prior to departure. If a state-owned vehicle is to be used to travel to a destination more than 500 miles from its usual location, documentation that this is the most cost-effective means of travel should be readily available in the department's travel reimbursement files.

e. Unauthorized persons should not be transported in state vehicles. Approval of exceptions to this policy may be made by the traveler's supervisor if he determines that it is official state business and the best interest of the state will be served and if the passenger (or passenger's guardian) signs an indemnification form acknowledging the fact that the state assumes no liability for any loss, injury, or death resulting from said travel. (See Section 1504.C)

2. Personally Owned Vehicles

a. When two or more persons travel in the same personally owned vehicle, only one charge will be allowed for the expense of the vehicle. The person claiming reimbursement shall report the names of the other passengers.

b. A mileage allowance shall be authorized for travelers approved to use personally-owned vehicles while conducting official state business. Mileage shall be reimbursable on the basis of **48 cents per mile per the following:**

- For official state business travel
 - Employee may utilize a state vehicle when available
 - Employee may rent a vehicle from the Enterprise Rent-A-Car's State Motor Pool Rental Contract; or
 - If an employee elects to use their personal vehicle, reimbursement may not exceed a maximum of 99 miles at .48 cents per mile.

c. Mileage shall be computed by one of the following options:

1. On the basis of odometer readings from point of origin to point of return.

2. By using a website mileage calculator or published software package for calculating mileage such as Tripmaker, How Far Is It, Mapquest, etc. Employee is to print the page indicating mileage and attach it with their travel expense form.

d. An employee shall never receive any benefit from not living in his / her official domicile. In computing reimbursable mileage to an authorized travel destination from an employee's residence outside the official domicile, the employee is always to claim the lesser of the miles from their official domicile or from their residence. If an employee is leaving on a non-work day or leaving significantly before or after work hours, the department head may determine to pay the actual mileage from the employee's residence, **not to exceed a maximum of 99 miles at 48 cents per mile. See Section C.2.b.**

e. The department head or his designee may approve an authorization for routine travel for an employee who must travel in the course of performing his/her duties; this may include domicile travel if such is a regular and necessary part of the employee's duties, but not for attendance at infrequent or irregular meetings, etc. within the city limits where his/her office is located, the employee may be reimbursed for mileage only **not to exceed a maximum of 99 miles at 48 cents per mile. See Section C.2.b.**

f. Reimbursements will be allowed on the basis of **48 cents per mile, not to exceed a maximum of 99 miles,** to travel between a common carrier/terminal and the employees point of departure, i.e. home, office, etc., whichever is appropriate and in the best interest of the state. **See Section C.2.b**

g. When the use of a privately-owned vehicle has been approved by the department head for out-of-state travel for the travelers convenience, the traveler will be reimbursed for in-route expenses on the basis of **48 cents per mile only**. The total cost of the mileage may not exceed the cost of travel by using the lesser of 1) State Contract airfare or 2) lowest logical airfare obtained at least 14 days prior to the trip departure date. The traveler is personally responsible for any other expenses in-route to and from destination which is inclusive of meals and lodging. If a traveler, at the request of the department, is asked to take their personally owned vehicle out-of-state for a purpose that will benefit the agency, then the department head may on a case-by-case basis determine to pay a-traveler for all / part of in-route travel expenses. File should be justified accordingly.

h. When a traveler is required to regularly use his/her personally owned vehicle for agency activities, the agency head may request authorization from the Commissioner of Administration for a lump sum allowance for transportation or reimbursement for transportation (mileage). Request for lump sum allowance must be accompanied by a detailed account of routine travel listing exact mileage for each such route and justification why a rental vehicle is not feasible. Miscellaneous travel must be justified by at least a three-month travel history to include a complete mileage log for all travel incurred, showing all points traveled to or from and the exact mileage. Requests for lump sum allowance shall be granted for periods not to exceed one fiscal year.

i. The traveler shall be required to pay all operating expenses of their personal vehicle including fuel, repairs, and insurance.

3. Rented Motor Vehicles (Receipts Required)

a. **In-State Vehicle Rental.** The State has contracted for rentals based out of Louisiana through Enterprise Rent-A-Car's State Motor Pool Rental Contract for business travel which applies to all State of Louisiana employees and/or authorized travelers traveling on official state business. This contract must be utilized unless specific approval is granted by the Commissioner of Administration. Requests for approval must be accompanied by a detailed explanation as to why the contract is not feasible. Rentals or state owned vehicles, where available, should be used by any employee and/or authorized traveler who are eligible to receive the mileage allowance that plans to travel 100 miles or more in a trip. For trips of less than 100 miles employees may utilize their own vehicles and receive mileage reimbursement not to exceed a maximum of 99 miles at 48 cents per mile, utilize a state vehicle when available, or rent a vehicle from Enterprise Rent-A-Car's State Motor Pool Rental Contract. Students shall not be authorized to drive state-owned or rented vehicles for use on official state business if not employed by the State.

Do not make reservations at an airport location, as this will add additional unnecessary cost to your rentals.

An employee can reserve a vehicle in one of several ways using the State's Corporate ID Number NA1403 and Company Name or PIN Number - STA

- o Reserve by calling an Enterprise local rental branch directly (during business hours)
- o By calling 1-800-Rent-A-Car (24 hours/day)
- o Accessing the State Travel Website at http://www.enterprise.com/car_rental/home.do
- o NOTE: Reservations are to be made 24 hours in advance for guaranteed vehicle class/size

b. Payments for rentals made only through the State Motor Pool Rental Contract may be made using the "LaCarte" purchasing card, an employee's corporate travel card or by direct bill to the agency. This will be an agency decision as to the form of payment chosen. If direct bill is chosen, agency must set up account billing information with Enterprise. An account may be established by contacting Joseph Rosenfeld at 225-445-7250, joseph.g.rosenfeld@erac.com.

c. **Out-of-State Vehicle Rental.** For vehicle rentals outside of Louisiana, the State does not provide contracts. However, the State has received price offers that will be available from multiple vehicle rental companies listed in the Louisiana Travel Guide. When a traveler is approved to rent a vehicle for out-of-state use, they may select a vendor listed in the guide or seek a lower rate.

d. **Approvals.** Written approval of the Department Head or his designee prior to departure is required for the rental of vehicles, however, if your agency chooses, approval may be handled on an annual basis if duties require frequent rentals. Special approval is required for rental of any vehicle above the "full size" category.

e. **Vehicle Rental Size.** Only the cost of a compact model is reimbursable, unless 1) non-

availability is documented, 2) the vehicle will be used to transport more than two persons or 3) the cost of a larger vehicle is no more than the rental rate for a compact. When a larger vehicle is an option as stated in 1) or 2) above, the upgraded vehicle shall be the next smallest size **and lowest price** necessary to accommodate the number of persons traveling.

Any rental vehicle not covered in the State Motor Pool Rental Contract should be bid in accordance with proper purchasing rules and regulations.

f. **Personal Rental.** Personal use of a rental vehicle during a rental for official state business is not allowed.

g. **Gasoline (Receipts Required).** The State's preference is to purchase gasoline **with the State's Fuel Card** at reasonable cost from a local gasoline station prior to returning the rental. Pre-paid Fuel Options are only to be allowed when the traveler can document that the pre-purchased amount was necessary

and that the amount charged by the rental company is reasonable in relation to local gasoline cost.

h. **Insurance for Vehicle Rentals Within the 50 United States:** Insurance billed by car rental companies is not reimbursable. **All** insurance coverage for rental vehicles, **other than Enterprise's Rent-A-Car's State Motor Pool Rental Contract**, is provided by the Office of Risk Management. Should a collision occur while on official state business, the accident should **immediately** be reported to the Office of Risk Management, **and rental company.**

CDW/ Damage Waiver Insurance and \$1 Million Liability Protection Coverage is included in the State Motor Pool Rental Contract price through Enterprise Rent-A-Car. **NO OTHER INSURANCE WILL BE REIMBURSED WHEN RENTING, EXCEPT WHEN RENTING OUTSIDE THE 50 UNITED STATES, SEE SECTION 1504.C.3.i** There should be no other charges added to the base price, unless you reserve your vehicle at an airport location (which is NOT recommended). Reimbursable amounts would then be submitted at the end of the trip on a travel expense form.

i. **Insurance for Vehicle Rentals Outside the 50 United States (Receipts Required)** The Office of Risk Management (ORM) recommends that the appropriate insurance (liability and physical damage) provided through the car rental company be purchased when the traveler is renting a vehicle **outside** the 50 United States. With the approval of the department head required insurance costs may be reimbursed for travel outside the 50 United States only.

1. The following are insurance packages available by rental vehicle companies which are reimbursable:

a.) Collision Damage Waiver (CDW) – should a collision occur while on official state business, the cost of the deductible should be paid by the traveler and a reimbursement claimed on a travel expense voucher. The accident should also be reported to the Office of Risk Management.

b.) Loss Damage Waiver (LDW)

c.) Auto tow Protection (ATP) *approval of Department Head

d.) Supplementary Liability Insurance (SLI) * if required by the rental company.

e.) Theft and/or Super Theft Protection (coverage of contents lost during a theft or fire), *if required by the car rental company

f.) Vehicle coverage for attempted theft or partial damage due to fire, *if required by the car rental company

2. The following are some of the insurance packages available by rental vehicle companies that **are not reimbursable:**

a.) Personal Accident Insurance (PAC)

b.) Emergency Sickness Protection (ESP)