LOUISIANA

Travel

Guide

Visit us at – www.state.la.us/osp/travel/traveloffice.htm

CONTRACTED TRAVEL AGENCIES

NAVIGANT INTERNATIONAL
d/b/a/ LA TRAVEL SERVICES
7809 JEFFERSON HWY., SUITE C1
BATON ROUGE, LA 70809
(225) 930-6700 * TOLL FREE (888) 930-6700
FAX: (225) 930-6666

NAVIGANT INTERNATIONAL
1340 POYDRAS STREET, SUITE 200
NEW ORLEANS, LA 70112
(504) 565-5145
FAX: (504) 581-1378
Toll Free: (888) 239-1755

LSU MEDICAL CTR.- SHV.
1501 KINGS HIGHWAY
SHREVEPORT, LA 71130
(318) 675-4389
FAX: (318) 675-8451
Toll Free: (866)675-4500

GULF SOUTH TRAVEL
***Note:** Motor coach travel only
11821 COURSEY BLVD.
BATON ROUGE, LA 70816
(225) 293-9586
FAX:(225) 296-8080
Toll Free: (888) 400-2545

ATLAS 24 HOUR EMERGENCY SERVICE 1-800-215-7653
After 5 p.m. and on weekends

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Louisiana
STATE TRAVEL OFFICE

GOAL: Improve client travel services, minimize travel cost through contract management, provide training and seminars. and ensure compliance with the travel policy.

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State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF STATE TRAVEL

M. J. "MIKE" FOSTER, JR.
GOVERNOR

MARK C. DRENNEN
COMMISSIONER OF ADMINISTRATION

TO: **ALL ELECTED OFFICIALS, DEPARTMENTS, AND PRESIDENTS OF COLLEGES AND UNIVERSITIES**

FROM: **MARK C. DRENNEN**
COMMISSIONER OF ADMINISTRATION

DATE: **JULY 1, 2003**

RE: **TRAVEL POLICIES AND PROCEDURES**

I am pleased to present the new travel regulations for fiscal year 2003-2004. We received input from various departments that serve as a travel committee to review the travel regulations. Below is a summary of the key changes in the new travel policy.

Revisions to PPM 49:

* Definition added: Receipts/Documentation Requirements – definition was added to give agencies discretion to determine where they will maintain back-up travel documentation.

* Clarified that routine meetings can be inclusive as part of the annual Travel Authorization. They do not require special Travel Authorizations.

* Promotional items such as frequent-flyer miles may now be retained by the employee for personal use. This is consistent with Federal GSA policy. However, if an employee makes travel arrangements that favor their preferred supplier and those arrangements conflict with the most economical means of travel, this is a violation of state policy. Such purchases are not reimbursable.

* The Department/Agency is responsible for cancellation of the Corporate Cards for those employees terminating/retiring from state service.

* Redefined the times and amounts allowed for Single Day Travel.

* Added new Price Tiers for meal allowances.

* Revised Hotel Lodging rates for some cities.

* Agencies now have discretion to allow for increased flexibility for parking allowances at the Baton Rouge and New Orleans airports.

* Clarified that Internet access charges and telephone charges for official state business are to be treated the same.

The past year has been a very volatile period for the travel industry. As a result of the war on terrorism and with Iraq, there have been drastic decreases in travel volume. Airlines and other travel suppliers are struggling with financial stability.

Airlines in an attempt to increase revenue and decrease costs have:

- Eliminated commissions
- Eliminated waivers & favors on ticketing rules & restrictions
- Changed policies regarding nonrefundable fares
- Eliminated negotiated discounts on lower fare classes
- Eliminated unprofitable routes
- Reduced number of aircraft
- Introduced paper ticket fee
- Implemented cost-sharing of reservation systems distribution costs with travel agencies

The State of Louisiana has partnered with Navigant International, who is the second largest travel agency in the nation, to be our contract travel agency. Navigant, along with other national leading travel agencies, is currently negotiating with major airlines to gain access to airline web fares. When accomplished, this will be a win-win for both the State and Navigant. We have also developed a pilot program through Navigant to offer a hands-on, self-booking product for our state travelers to access and make their travel arrangements on-line.

I believe it is in the state's best interest to exercise control over our travel program. Our transaction fee remains at $23, which is paid to Navigant for their part in booking airfares and managing the program.

The advantages of having a centralized travel agency are:

- One phone call shops all airlines

- Value added-service offered by professional travel agents

- Assistance to process changes and/or seek refunds for cancellations

- Issue comprehensive management reports to negotiate contracts

- Safeguard for compliance of travel policy

- Exercise control of our travel program ensuring the airlines continue to offer state contracted airfares. These fares, while always are not the lowest cost, 1) are totally refundable, 2) have no cost/penalties involved for changes, and 3) the price is firm for last seat availability therefore allowing tickets to be purchased up to the last day. The state contract airfares result in approximate $3 million dollar savings annually.

Therefore, I am asking for each department and employee to give their support in complying with travel policy. We are moving forward with technology but must do so at a pace that guarantees we are maximizing the state's interest over-all vs. some instant savings that may be available on a one-time purchase.

STATE TRAVELERS : PLEASE READ & ADHERE TO THE FOLLOWING RULES:

* All airfares must be purchased through the contracted travel agency – Navigant International, unless prior approval is granted

* When contacting Navigant an employee has choices – you can either purchase the state contract rate (which is a totally refundable, last seat available ticket) or; you may purchase the lowest-logical, penalty ticket if available at a cost less than contract (however generally it is not refundable.)

* Please Note: if travel arrangements need be changed or cancelled and a non-refundable airfare ticket has been purchased, airlines require changes must be made prior to the original departure date and are subject to penalty charges of $100 or more. If the ticket is not changed prior to the departure date, the entire cost of the ticket will be lost.

PLEASE REVIEW POLICY AND PROCEDURE MEMORANDUM 49 THROUGHLY BEFORE MAKING YOUR TRAVEL ARRANGEMENTS TO ENSURE COMPLIANCE AND FOR PROPER REIMBURSEMENTS!

Policy and Procedure Memorandum 49

S1501. Authorization and Legal Basis

A. In accordance with the authority vested in the commissioner of administration by Section 231 of Title 39 of the Revised Statutes of 1950 and in accordance with the provisions of the Administrative Procedure Act, R.S. 49:950-968 as amended, notice is hereby given of the revision of Policy and Procedures Memorandum No. 49, the state general travel regulations, effective July 1, 2003. These amendments are both technical and substantive in nature and are intended to clarify certain portions of the previous regulations or provide for more efficient administration of travel policies. These regulations apply to all state departments, boards and commissions created by the legislature or executive order and operating from funds appropriated, dedicated, or self-sustaining; federal funds; or funds generated from any other source.

B. Legal Basis--L.R.S. 39:231–"The commissioner, with the approval of the governor, shall prescribe rules defining the conditions under which each of various forms of transportation may be used by state officers and employees and used by them in the discharge of the duties of their respective offices and positions in the state service and he shall define the conditions under which allowances will be granted for all other classes of traveling expenses and the maximum amount allowable for expenses of each class."

S1502. DEFINITIONS

A. For the purposes of this PPM, the following words have the meaning indicated.

Authorized Persons

a. advisors, consultants, contractors and other persons who are called upon to contribute time and services to the state who are not otherwise required to be reimbursed through a contract for professional, personal, or consulting services in accordance with R.S. 39:1481 et.seq.

b. members of boards, commissions, and advisory councils required by federal or state legislation or regulation. Travel allowance levels for all such members and any staff shall be those authorized for state employees unless specific allowances are legislatively provided.

Conference/Convention - is herein defined as a meeting (other than routine) for a specific purpose and/or objective. Non-routine meetings can be defined as a seminar, conference, convention, or training. Documentation required is a formal agenda, or program, or Letter of Invitation, or registration fee. Participation as an exhibiting vendor in an exhibit /trade show also qualifies as a conference. (For a hotel to qualify for conference rate lodging, requires that the hotel is hosting or is in "conjunction with hosting" the meeting.)

Emergency Travel - under extraordinary circumstances where the best interests of the state require that travel be undertaken not in compliance with these regulations, approval after the fact by the commissioner of administration may be given if appropriate documentation is presented promptly. Each department shall establish internal procedures for authorizing travel in emergency situations.

Extended Stays - of any assignment made for a period of 31 or more consecutive days at a place other than the official domicile.

In-State Travel - all travel within the borders of Louisiana or travel through adjacent states between points within Louisiana when such is the most efficient route.

International Travel - all travel to destinations outside the 50 United States, District of Columbia, Puerto Rico and the Virgin Islands.

Official Domicile - every state officer, employee, and authorized person, except those on temporary assignment, shall be assigned an official domicile.

a. Except where fixed by law, official domicile of an officer or employee assigned to an

office shall be, at a minimum, the city limits in which the office is located. The department head or his designee should determine the extent of any surrounding area to be included, such as parish or region. As a guideline, a radius of at least 30 miles is recommended. The official domicile of an authorized person shall be the city in which the person resides, except when the department head has designated another location (such as the person's workplace).

b. A traveler whose residence is other than the official domicile of his/her office shall not receive travel and subsistence while at his/her official domicile nor shall he/she receive reimbursement for travel to and from his/her residence.

c. The official domicile of a person located in the field shall be the city or town nearest to the area where the majority of work is performed, or such city, town, or area as may be designated by the department head, provided that in all cases such designation must be in the best interest of the agency and not for the convenience of the person.

Out-of-State Travel - travel to any of the other 49 states plus District of Columbia, Puerto Rico and the Virgin Islands.

Per Diem - **a** flat rate paid in lieu of travel reimbursement for people on extended stays.

Receipts/Document Requirements – Supporting documentation must be retained according to record retention laws. It shall be at the discretion of each agency to determine where the receipts/documents will be maintained.

State Employee - employees below the level of state officer

State Officer

a. state elected officials;

b. department head as defined by Title 36 of the Louisiana Revised Statutes (secretary, deputy secretary, under secretary, assistant secretary, and the equivalent positions in higher education and the office of elected officials).

Temporary Assignment - any assignment made for a period of less than 31 consecutive days at a place other than the official domicile.

Travel Period - a period of time between the time of departure and the time of return.

Travel Routes - the most direct and usually traveled route must be used by official state travelers. Travelers may opt to use mileage as shown on the " Mileage Table " of Department of Transportation's Official Highway Map, or from a mileage chart provided by their department which has been approved by the Commissioner of Administration. For all other mileage, it shall be computed on the basis of odometer readings from point of origin to point of return. (See Mileage Chart)

Traveler - a state officer, state employee, or authorized person when performing authorized travel.

S1503. General Specifications

A. Department Policies

1. Department heads may establish travel regulations within their respective agencies, but such regulations shall not exceed the maximum limitations established by the commissioner of administration. Three copies of such regulations shall be submitted for prior review and approval by the commissioner of administration. One of the copies shall highlight any exceptions /deviations to PPM 49.

2. Department and agency heads will take whatever action necessary to minimize all travel to carry on the department mission.

3. Contracted Travel Services. **The state has contracted for travel agency services which use is mandatory for airfares unless exemptions have been granted by the Division of Administration prior to travel.** The State also encourages the use of the contracted travel agency

to make reservations for hotel and vehicles accommodations, but hotel and vehicles are not a mandatory requirement.

4. When a state agency enters into a contract with an out-of-state public entity, the out-of-state public entity may have the authority to conduct any related travel in accordance with their published travel regulations.

5. Authorization to Travel

a. All travel must be authorized and approved in writing by the head of the department, board, or commission from whose funds the traveler is paid. A department head may delegate this authority in writing to one designated person. Additional persons within a department may be designated with approval from the commissioner of administration. A file shall be maintained on all approved travel authorizations.

b. An annual authorization for routine travel shall not cover travel between an employee's home and workplace, out-of-state travel, or travel to non-routine meetings such as conferences and conventions.

B. Funds for Travel Expenses

1. Persons traveling on official business will provide themselves with sufficient funds for all routine travel expenses that cannot be covered by the corporate credit card. Advances of funds for travel shall be made only for extraordinary travel and should be punctually repaid when submitting the travel voucher covering the related travel, not later than the fifteenth day of the month following the completion of travel.

2. Exemptions: At the Agency's discretion, cash advances may be allowed for:

a. employees whose salary is less than $30,000/year.

b. employees who applied for the state-sponsored corporate credit card program but were rejected (proof of rejection must be available in agency travel file).

c. employees who accompany and/or are responsible for students on group or client travel.

d. new employees who are infrequent travelers or have not had time to apply for and receive the card.

e. employees traveling for extended periods, defined as 31 or more consecutive days.

f. employees traveling to remote destinations in foreign countries, such as jungles of Peru or Bolivia.

g. advanced ticket / lodging purchase

h. registration for seminars, conferences, and conventions.

i. incidental costs not covered by the corporate credit card i.e. taxi fares, tolls, registration fees; conference fees may be submitted on a preliminary request for reimbursement when paid in advance.

j. any ticket booked by a traveler 30 days or more in advance and for which the traveler has been billed, may be reimbursed by the agency to the traveler on a preliminary expense reimbursement request. The traveler should submit the request with a copy of the bill or invoice. Passenger airfare receipts are required for reimbursement.

k. employees who infrequently travel or travelers that incur significant out-of-pocket cash expenditures.

3. Expenses Incurred on State Business. Traveling expenses of travelers shall be limited to those expenses necessarily incurred by them in the performance of a public purpose authorized by law to be performed by the agency and must be within the limitations prescribed herein.

4. State Credit Cards (Issued in the Name of the Agency Only). Credit cards issued in the name of the state agency are not to be used for the purpose of securing transportation, lodging, meals, or telephone and telegraph service, unless prior written permission has been obtained from the commissioner of administration.

5. **NO REIMBURSEMENT WHEN NO COST INCURRED BY TRAVELER.** This includes but is not limited to reimbursements for any lodging and/or meals furnished at a state institution or other state agency, or furnished by any other party at no cost to the traveler. In no case will a traveler be allowed mileage or transportation when he/she is gratuitously transported by another person.

C. Claims for Reimbursement

1. All claims for reimbursement for travel shall be submitted on state Form BA-12, unless exception has been granted by the commissioner of administration, and shall include all details provided for on the form. It must be signed by the person claiming reimbursement and approved by his/her immediate supervisor. The purpose for extra and unusual travel must be stated in the space provided on the front of the form. In all cases the date and hour of departure from and return to domicile must be shown.

2. Excepting where the cost of air transportation, conference, or seminar is invoiced directly to the agency/department, all expenses incurred on any official trip shall be paid by the traveler and his travel voucher shall show all such expenses in detail to the end that the total cost of the trip shall be reflected by the travel voucher. If the cost of air transportation is paid directly by the agency/department, a notation will be indicated on the travel voucher indicating the date of travel, destination, amount, and the fact that it has been paid by the agency/department. The traveler's copy of the passenger receipt is required.

3. In all cases, and under any travel status, cost of meals and lodging shall be paid by the traveler and claimed on the travel voucher for reimbursement, and not charged to the state department, unless otherwise authorized by the Division of Administration.

4. Claims should be submitted within the month following the travel, but preferably held until a reimbursement of at least $10 is due. Department heads at their discretion may make the 30 day submittal mandatory on a department wide basis.

5. Any person who submits a claim pursuant to these regulations and who willfully makes and subscribes to any claim which he/she does not believe to be true and correct as to every material matter, or who willfully aids or assists in, or procures, counsels or advises the preparation or presentation of a claim which is fraudulent or is false as to any material matter shall be guilty of official misconduct. Whoever shall receive an allowance or reimbursement by means of a false claim shall be subject to severe disciplinary action as well as being criminally and civilly liable within the provisions of state law.

6. Agencies are required to reimburse travel in an expeditious manner. In no case shall reimbursements require more than thirty (30) days to process from receipt of complete, proper travel documentation.

S1504. Methods of Transportation

A. Cost-effective transportation

The most cost-effective method of transportation that will accomplish the purpose of the travel shall be selected. Among the factors to be considered should be length of travel time, employee's salary, cost of operation of a vehicle, cost and availability of common carrier services, etc.

B. Air

1. Common carrier shall be used for out-of-state travel unless it is documented that utilization of another method of travel is more cost-efficient or practical and approved in accordance with these regulations.

2. Before travel by privately-owned or by chartered aircraft is authorized by a department head, the traveler shall certify that: 1) at least one hour of working time will be saved by such travel; and 2) no other form of transportation, such as commercial air travel or a state plane, will serve this same purpose.

a. Chartering a privately-owned aircraft must be in accordance with the Procurement Code.

b. Reimbursement for use of a chartered or unchartered privately-owned aircraft under the above guidelines will be made on the following basis:

i. at the rate of 32 cents per mile; or

ii. at the lesser of state contract rate or coach economy airfare.

If there are extenuating circumstances requiring reimbursement for other than listed above, approval must be granted by the commissioner of administration.

c. When common carrier services are unavailable and time is at a premium, travel via state aircraft shall be investigated, and such investigation shall be documented and readily available in the department's travel reimbursement files. Optimum utilization will be the responsibility of the department head.

3. Commercial air travel will not be reimbursed in excess of state contract air rates when available, or coach/economy class rates when contract rates are not available (receipts required). The difference between contract or coach/economy class rates and first class or business class rates will be paid by the traveler. If space is not available in less than first or business class air accommodations in time to carry out the purpose of the travel, the traveler will secure a certification from the airline indicating this fact. The certification is required for travel reimbursement.

a. The state encourages but does not require use of lowest priced airfares where circumstances which can be documented dictate otherwise. **Lowest logical fares are penalty tickets that can have restrictions and charge penalty fees for changing/canceling ticket purchases. Lowest logical tickets must be purchased from the state's contracted travel agency unless prior approval is granted by the State Travel Office.**

b. Where a stopover is required to qualify for a low-priced airfare, the state will pay additional lodging and meals expense subject to applicable limits where a net savings in total trip expenses results from use of the low-priced airfare. For determining whether there is a savings, the state contract airfare should be used for comparison, or coach/economy fare if there is no contract rate. If additional work time will be lost, then the cost of the traveler's time is to be used in the calculation. The comparison must be shown on the travel voucher.

c. The policy regarding airfare penalties is the state will pay the penalty incurred for a change in plans or cancellation only when the change or cancellation is required by the state. Certification of the requirement for the change or cancellation by the traveler's department head is required on the travel voucher.

d. For international travel only, when an international flight segment is more than 10 hours in duration, the state will allow the business class rate not to **exceed** 10% percent of the coach rate. The traveler's itinerary provided by the travel agency must document the flight segment as more than 10 hours and must be attached to the travel voucher.

4. A lost airline ticket is the responsibility of the person to whom the ticket was issued. The airline charge of searching and refunding lost tickets will be charged to the traveler. The difference between the prepaid amount and the amount refunded by the airlines must be paid by the employee.

5. If companion fares are purchased for a state employee and non-state employee, the reimbursement to the state employee will be the amount of the lowest logical fare.

6. Contract airfares are to be purchased only through the state's contracted travel agencies and are to be used for official state business. **State contract airfares are non-penalty tickets. Therefore no penalty fees are charged for changes/cancellations, and no restrictions are imposed on flight schedules.** The state contract airfares **cannot** be used for personal/companion or spouse travel. This is a requirement of the airlines and our failure to monitor the use of these contract airfares could cause their cancellation. (Therefore, persons booking tickets for non-official business using contract rates will be subject to disciplinary action as well as payment of the difference between

contract fare and full coach fare.)

7. Traveler is to use the lowest logical airfare/state contract whether the plane is a prop or a jet.

8. Employees may retain promotional items, including frequent flyer miles, earned on official state travel. However, if an employee makes travel arrangements that favor a preferred airline/supplier to receive promotional items/points and this circumvents purchasing the most economical means of travel, they are in violation of this travel policy. Costs for travel arrangements subject to this violation are non-reimbursable.

9. In order for the State to continue to receive State contracted airfares, it is necessary that the contract carrier be utilized when electing to use state contract rates. When using the Contract Airfares there are no restrictions or penalties. In many cases, airlines that did not win an award for a certain city will now offer the same discounted price that was awarded to the contract vendor. This is known as a matched carrier. Matched carriers are not to be used unless there is two or more hours difference in the departure or arrival time. The State does not have a contract with the matched fare carriers; therefore, we do not have last seat availability and certain rules including cancellation penalties will apply to these fares. Once the decision is made not to use the contract fare you are giving up your option for the non-penalty ticket, and must use the lowest logical fare available.

10. When making airline reservations for a conference, inform the travel agency that you are attending a conference giving the name of the conference and the airline that is offering the discount rate, if available. In many instances, the conference registration form specifies that certain airlines have been designated as the official carrier offering discount rates. If so, giving this information to our contracted agencies could result in them securing that rate for your travel.

11. Use of Corporate Card

a. The State Travel Office contracts an official state corporate card to form one source of payment for travel. All travelers or agencies shall make application through the State Travel Office.

b. The corporate card or BTA (Business Travel Account) **must be used to purchase contract airfare. This is a mandatory requirement by the airlines in order to continue to receive discount, non penalty state contract airline tickets.**

c. The corporate card is the liability of the employee and not the state.

d. The Department/Agency is responsible for cancellation of Corporate Cards for those employees terminating/retiring state service.

C. Motor Vehicle

1. 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.

2. 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.

3. State-Owned Vehicles

a. All purchases made on state gasoline 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.

b. 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.

c. The travel coordinator/officer/user of each state-owned automobile shall submit a monthly report to the department head, board, or commission indicating the number of miles traveled, odometer reading, credit card charges, dates, and places visited.

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 the best interest of the state will be served and if the passenger (or passenger's guardian) signs a statement acknowledging the fact that the state assumes no liability for any loss, injury, or death resulting from said travel.

4. 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 **32 cents** per mile. **(SEE ACCEPTABLE MILEAGE CHART INCLUDED IN THIS GUIDE).**

c. 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.

d. 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.

e. Reimbursements will be allowed on the basis of **32 cents** per mile to travel between a common carrier/terminal and the employee's point of departure, i.e. home, office, etc., whichever is appropriate and in the best interest of the state.

f. When the use of a privately-owned vehicle has been approved by the department head for out-of-state travel for the traveler's convenience, the traveler will be reimbursed for in-route expenses on the basis of **32 cents per mile only**. The total cost of the mileage may not exceed the cost of travel by State Contract air rate or lowest logical if no contract rate is available. 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.

g. 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. 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.

h. The traveler shall be required to pay all operating expenses of the vehicle including fuel, repairs, and insurance.

5. Rented Motor Vehicles

a. Written approval of the department head prior to departure is required for the rental of vehicles. Such approval may be given when it is shown that vehicle rental is the only or most economical means by which the purposes of the trip can be accomplished. In each instance, documentation showing cost effectiveness of available options must be readily available in the reimbursement files. This authority shall not be delegated to any other person.

b. Only the cost of rental 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.

c. Insurance billed by car rental companies is not reimbursable for domestic travel. At the discretion of the department head, CDW costs only may be reimbursed for international travel. Following are some of the insurance packages available by rental vehicle companies that are not reimbursable:

1. Collision Damage Waiver (CDW) – should a collision occur while on official state business, the cost of the deductible should be paid by traveler and reimbursement claimed on a travel expense voucher. The accident should also be reported to the Office of Risk Management.
2. Loss Damage Waiver (LDW)
3. Personal Accident Insurance (PAC) – employees are covered under workmen's compensation while on official state business.
4. Auto Tow Protection (ATP)
5. Emergency Sickness Protection (ESP)
6. Supplement Liability Insurance (SLI)

d. Any personal mileage or rental days on a vehicle rented for official state business is not reimbursable and shall be deducted.

e. Reasonable gasoline cost is reimbursable – but not mileage on a rental vehicle. Receipts are required.

D. Public Ground Transportation

The cost of public ground transportation such as buses, subways, airport limousines, and taxis is reimbursable when the expenses are incurred as part of approved state travel. Taxi reimbursement is limited to $15 per day without receipts; claims in excess of $15 per day require receipts to account for total daily amount claimed. At the agency's discretion, the department head may implement an agency wide policy requiring receipts for an amount less than $15 per day.

S1505 Lodging and Meals

A. Eligibility

1. Official Domicile/Temporary Assignment - Travelers are eligible to receive reimbursement for travel only when away from "official domicile" or on temporary assignment unless exception is granted in accordance with these regulations. Temporary assignment will be deemed to have ceased after a period of thirty-one calendar days, and after such period the place of assignment shall be deemed to be his/her official domicile. He/she shall not be allowed travel and subsistence unless

permission to extend the thirty-one day period has been previously secured from the commissioner of administration.

2. **Single Day Travel:** To receive any meal reimbursement on single day travel, an employee must be in travel status for a minimum of 12 hours.

The maximum allowance for meal reimbursement for single day travel will be $20.00.

a. **Breakfast & Lunch:** ($14.00) The 12 hour travel duration must begin at or before 6 a.m.

b. **Lunch:** ($8.00) Requires 12 hours duration in travel status.

c. **Lunch & Dinner:** ($20.00) The 12 hour travel duration must end at or after 8 p.m.

3. **Travel with Over Night Stay:** Travelers may be reimbursed for meals according to the following schedule.

a. **Breakfast:** When travel begins at/or before 6 a.m. on the first day of travel and extends beyond 9 a.m. on the last day of travel, and for any intervening days.

b. **Lunch:** When travel begins at/or before 10 a.m. on the first day of travel and extends beyond 2 p.m. on the last day of travel, and for any intervening days.

c. **Dinner:** When travel begins at/or before 4 p.m. on the first day of travel and extends beyond 8 p.m. on the last day of travel, and for any intervening days.

4. **Alcohol** - reimbursement for alcohol is prohibited.

B. Exceptions

1. **Twenty Five Percent Over Allowances** - Department heads may allow prior approval for their employees to exceed the lodging and meals provisions of these regulations by no more than **twenty five** percent on a case-by-case basis. Each case must be fully documented as to necessity (e.g. proximity to meeting place) and cost effectiveness of alternative options. Documentation must be readily available in the department's travel reimbursement files. This authority shall not be delegated to any other person. Receipts are required for reimbursement.

2. **Actual Expenses for State Officers** - State officers and others so authorized by statute (See Definitions under Authorized Persons) or individual exception will be reimbursed on an actual expenses basis for meals and lodging except in cases where other provisions for reimbursement have been made by statute. Receipts or other supporting documents are required for each item claimed. Request shall not be extravagant and will be reasonable in relationship to the purpose of travel. State officers entitled to actual expense reimbursements are only exempted from meals and lodging rates; they are subject to the time frames and all other requirements as listed in the travel regulations.

C. Traveler's Meals (Including Tax and Tips)

Travelers may be reimbursed up to the following amounts for meals.

	Tier I	Tier II	Tier III	Tier IV
Breakfast	$6	$6	$8	$9
Lunch	$8	$9	$10	$11
Dinner	$12	$14	$19	$20
	$26	$29	$37	$40

Tier I - In-State cities: with the exception of New Orleans

Tier II – New Orleans and Out-of-State cities; with the exception of the cities listed in Tier III and Tier IV.

Tier III -Atlanta, Baltimore, Cleveland, Dallas/Fort Worth, Denver, Detroit, Houston, Los Angeles, Miami, Nashville, Oakland, CA., Philadelphia, Phoenix, Pittsburgh, Portland, OR., San Diego, St. Louis, Seattle, Tampa, Fl., Wilmington, De., Puerto Rico, Virgin Islands, all of Alaska and Hawaii

Tier IV- Boston, Chicago, New York City, San Francisco, Washington, DC

Receipts are not required for routine meals within these allowances. Number of meals claimed must be shown on travel voucher. **Partial meals such as continental breakfasts or airline meals are not considered meals.** If meals of state officials exceed these allowances, receipts are required.

D. Conference Meals

Cost allowance for meals direct billed to agency in conjunction with state-sponsored in-state conferences, **plus tax and mandated gratuity.**

Lunch In-State excluding New Orleans	**$10**
Lunch - New Orleans	**$12**

Conference Refreshment Expenditures:

Cost for a meeting, conference or convention are to be within the following rates: (note: refreshment expenses are not applicable to an individual traveler)

served on agency's property: not to exceed **$2.00** per person, per morning and/or afternoon sessions

served on offsite properties that require catered services: not to exceed **$3.50 plus tax and mandated gratuity per person**, per morning and/or afternoon sessions

E. Lodging (Employees will be reimbursed lodging rate, plus tax, Receipt Required)

$55	In-state (except as listed)
$60	Lafayette, Slidell
$65	Bossier City, Shreveport
$70	Baton Rouge, Lake Charles, Gretna, Kenner, Metairie (Sulphur will be considered a suburb of Lake Charles)
$90	New Orleans
$65	Out-of-State (except those listed)
$105	High cost (Atlanta, Baltimore, Cleveland, Dallas/Fort Worth, Denver, Detroit, Houston, Los Angeles, Miami, Nashville, Oakland, Ca., Philadelphia, Phoenix, Pittsburgh, Portland,Or., San Diego, St. Louis, Seattle, Tampa, Fl., Wilmington, De., all of Alaska or Hawaii)
$140	Boston, Chicago, San Francisco, Washington, D.C.
$165	New York City

The inclusion of suburbs shall be determined by the department head on a case-by-case basis.

F. Conference Lodging (Employees will be reimbursed lodging rate, plus tax, Receipt Required)

1. Travelers may be reimbursed expenses for conference hotel lodging per the following rates, if the reservations are made at the actual conference hotel. When reservations are not available at the conference hotel and multi-hotels are offered in conjunction with a conference, traveler shall seek prices and utilize the least expensive. In the event all conference hotels are unavailable, then the traveler is subject to making reservations within the hotel rates as allowed in Section E, above.

$65	In-state (except as listed))
$70	Bossier City, Shreveport
$75	Baton Rouge, Lake Charles, Gretna, Kenner, Metairie
$110	New Orleans, state sponsored conferences

$140 out-of-state and New Orleans for non-state sponsored conferences
$165 New York City

The inclusion of suburbs shall be determined by the department head on a case-by-case basis

2. State sponsored Conferences – An agency must solicit three (3) competitive quotes in accordance with the Governor's Executive Order for Small Purchase.

3. No reimbursements are allowed for functions not relating to a conference, i.e. tours, dances, golf tournaments, etc.

G. Extended Stays - For travel assignment involving duty for extended periods (31 or more consecutive days) at a fixed location, the reimbursement rates indicated should be adjusted downward whenever possible. Claims for meals and lodging may be reported on a per diem basis supported by lodging receipt. Care should be exercised to prevent allowing rates in excess of those required to meet the necessary authorized subsistence expenses. It is the responsibility of each agency head to authorize only such travel allowances as are justified by the circumstances affecting the travel.

S1506. Parking and Related Parking Expenses

1. Parking for the **Baton Rouge Airport** – the state's current contract rate is $3.50 per day (no receipts required) for parking in the outside, fenced parking lot at the airport. Documentation required to receive the contract price is either a parking coupon or a travel itinerary issued by the state contracted travel agency designating the employee is on "official state business". At the agency discretion an employee may be paid actual expenses up to $4.75 per day with a receipt.

2. Parking for the **New Orleans Airport** –the state's current contract rate is $6.00 per day and $36.00 weekly at **Park 'N Fly** (no receipts required). Documentation required to receive the contract price is your agency issued photo ID, a business card, state issued corporate card or a travel itinerary issued by the state contracted travel agency designating the employee is on "official state business". At the agency discretion an employee may be paid actual expenses up to $8.00 per day with a receipt.

4. Travelers using motor vehicles on official state business will be reimbursed for reasonable storage fees, for all other parking, including airport parking except as listed in #1 and #2 above, ferry fares, and road and bridge tolls. For each transaction over $5, a receipt is required.

5. Tips for valet parking not to exceed $1 per in and $1 per out, per day.

S1507. Reimbursement for Other Expenses

The following expenses incidental to travel may be reimbursed:

1. Communications Expenses :

a. For official state business – all costs (receipts required for over $3).

b. For domestic overnight travel - up to $3 in personal calls upon arrival at each destination and up to $3 for personal calls every second night after the first night if the travel extends several days.

c. For international travel – up to $10 in personal calls upon arrival at each destination and up to $10 for personal calls every second night after the first night if the travel extends several days.

d. Internet access charges for official state business from hotels or other travel locations are treated the same as business telephone charges. A department may implement a stricter policy for reimbursement of internet charges.

2. Charges for storage and handling of state equipment.

3. Baggage Tips :

a. Hotel Allowances - Not to exceed $1 per bag for a maximum of three (3) bags. Tips may be paid one time upon each hotel check-in and one time upon each hotel check-out, if applicable.

b. Airport Allowances - Not to exceed $1 per bag for a maximum of three (3) bags. Tips may be paid one time for the airport outbound departure trip and one time for the inbound departure trip.

4 Registration fees at conferences (meals that are a designated integral part of the conference may be reimbursed on an actual expense basis with prior approval by the department head).

5. Laundry services - employees on travel for more than seven days up to 14 days are eligible for $20 of laundry services, and for more than 14 days up to 21 days an additional $20 of laundry services, and so on. Receipts are required for reimbursement.

S1508. Special Meals

A. Reimbursement designed for those occasions when, as a matter of extraordinary courtesy or necessity, it is appropriate and in the best interest of the state to use public funds for provision of a meal to a person who is not otherwise eligible for such reimbursement and where reimbursement is not available from another source.

1. Visiting dignitaries or executive-level persons from other governmental units, and persons providing identified gratuity services to the state. This explicitly does not include normal visits, meetings, reviews, etc, by federal or local representatives.

2. Extraordinary situations are when state employees are required by their supervisor to work more than a twelve-hour weekday or six-hour weekend (when such are not normal working hours to meet crucial deadlines or to handle emergencies).

B. All special meals must have prior approval from the commissioner of administration in order to be reimbursed, unless specific authority for approval has been delegated to a department head for a period not to exceed one fiscal year with the exception in C, as follows.

C. A department head may authorize a special meal within allowable rates to be served in conjunction with a working meeting of departmental staff.

D. In such cases, the department will report on a semi-annual basis to the commissioner of administration all special meal reimbursements made during the previous six months. These reports must include, for each special meal, the name and title of the person receiving reimbursement, the name and title of each recipient, the cost of each meal and an explanation as to why the meal was in the best interest of the state. Renewal of such delegation will depend upon a review of all special meals authorized and paid during the period. Request to the commissioner for special meal authorization must include, under signature of the department head:

1. name and position/title of the state officer or employee requesting authority to incur expenses and assuming responsibility for such;

2. clear justification of the necessity and appropriateness of the request.

3. names, official titles or affiliations of all persons for whom reimbursement of meal expenses is being requested;

4. statement that allowances for meal reimbursement according to these regulations will be followed unless specific approval is received from the commissioner of administration to exceed this reimbursement limitation.

All of the following must be reviewed and approved by the department head or their designee prior to reimbursement:

1. detailed breakdown of all expenses incurred, with appropriate receipts(s);
2. subtraction of cost of any alcoholic beverages.
3. copy of prior written approval from the commissioner of administration.

S1509. INTERNATIONAL TRAVEL

A. All international travel must be approved by the commissioner of administration prior to departure, unless specific authority for approval has been delegated to a department head. Requests

for approval must be accompanied by a detailed account of expected expenditures (such as room rate/date, meals, local transportation, etc.), the funding source from which reimbursement will be made, and an assessment of the adequacy of this source to meet such expenditures without curtailing subsequent travel plans.

B. International travelers will be reimbursed the high cost area rates for lodging and meals, unless U.S. State Department rates are requested and authorized by the commissioner of administration prior to departure. Receipts are required for reimbursement of meals and lodging claimed at the U.S. State Department rates.

S1510. WAIVERS

The commissioner of administration may waive in writing any provision in these regulations when the best interest of the state will be served.

MILEAGE CHART

	Alexandria	Baton Rouge	Hammond	Houma	Lafayette	Lake Charles	Monroe	Morgan City	Natchitoches	New Iberia	New Orleans	Ruston	Shreveport	Slidell
Alexandria	-	110	143	195	86	93	99	158	62	113	197	97	127	199
Baton Rouge	110	-	48	85	52	123	182	77	195	80	85	217	276	94
Lafayette	86	52	101	108	-	72	184	68	146	22	132	174	218	149
Lake Charles	93	123	172	171	72	-	188	142	145	94	200	190	198	220
Monroe	99	182	286	267	184	188	-	259	95	266	259	31	98	266
New Orleans	197	85	57	57	132	200	259	90	272	138	-	285	353	34
Shreveport	127	276	325	332	218	198	98	295	71	252	353	68	-	352

Travelers may opt to use the mileage as shown on the "Mileage Table" of the Department of Transportation's Official Highway Map.

Above is a selection of the most traveled cities and their corresponding mileage allowances. The "Mileage Table" located on the official map also list various other cities that may be referenced.

For claiming other mileage than listed on the "Mileage Table", it shall be computed on the basis of odometer readings from point of origin to point of return.

CAR RENTAL COMPANIES

NATION WIDE CORPORATE RATES

	Compact Daily	Compact Weekly	Intermediate Daily	intermediate Weekly	Full Sz/Daily 2door/4 door	Full Sz./Weekly 2 door/4 door
ALAMO	$35	$210	$36	$216	$38	$228
AVIS	$42	$252	$44	$264	$46 $48	$276 $288
BUDGET	$42	$252	$45	$270	$48 $48	$288
DOLLAR	$37	$185	$39	$195	$41	$205
ENTERPRISE	$37	$210	$40	$225	$45	$255
HERTZ	$46	$322	$48	$336	$50	$350
NATIONAL	$42.50	$225	$45.50	$273	$47.50	$285
THRIFTY	$37	$222	$40	$240	$42	$252

	Premium Daily	Premium Weekly	7/8 Pass Van Daily	7/8 Pass Van Weekly	15 Pass Van Daily/Weekly	Corporate Discount No.
ALAMO	$50	$300	$56	$336	N/A	54513
AVIS	$59	$354	$59	$354	N/A	A628000
BUDGET	$59	$354	$100	$600	N/A	T243800
DOLLAR	$47	$235	5% off daily rate	5% off daily rate	N/A	LA1005
ENTERPRISE	$48	$270	$60	$340	$95 $540	DC0161
HERTZ	N/A	N/A	N/A	N/A	N/A	70592
NATIONAL	$72.50	$435	$70.50	$423	N/A	5004172
THRIFTY	10%	10%	10%	10%	N/A	0010176533

IN-STATE RATES ONLY

	Compact Daily	Compact Weekly	Intermediate Daily	intermediate Weekly	Full Sz/Daily 2door/4 door	Full Sz./Weekly 2 door/4 door
ENTERPRISE	$31	$185	$33	$195	$40	$240
	Premium Daily	Premium Weekly	7/8 Pass Van Daily	7/8 Pass Van Weekly	15 Pass Van Daily/Weekly	Corporate Discount No.
	$44	$260	$56	$330	$85 $499	DC0161

1. A valid drivers license and a major credit card are required to rent a car.
2. Surcharges may apply for certain cities and airports.
3. Rates require that the car be returned with a full tank of gas.
4. Taxes are applicable and are to be paid in addition to rates.
5. One day rentals on a Monday, Tuesday, or Wednesday may require additional surcharges.
6. Some car companies charge for additional drivers.

AIRFARE INSTRUCTIONS:

1. REMEMBER: A ticket is not purchased until you confirm your reservation with a credit card! Until payment is confirmed with our travel agency, there will not be an electronic ticket issued at the airport.

IF YOUR TRAVEL AGENT DOES NOT OFFER YOU BOTH STATE CONTRACT RATE AND THE LOWEST LOGICAL RATES--------- ASK !

2. Our policy mandates the use of the contracted travel agency for the purchase of all airline tickets.

However, our policy does not mandate that only state contract rates can be purchased. A traveler may opt to use any lower fare than state contract when making travel arrangements. However, the lower fares must also be obtained from the contracted travel agency.

Lowest logical tickets are penalty tickets that may have certain restrictions, and impose a penalty fee in the event of changes or cancellations. However, if you purchase the ticket in adequate advance time, and the chances of your plans changing are slight, then a penalty ticket may be the most economical for your travels. **Lowest logical airfares may be paid with any credit card acceptable by the contracted travel agency.**

State contract airfares are non-penalty tickets that are totally refundable, and the price is firm as long as there is a seat available for that flight. If plans may change or arrangements are being made at the last minute, state rates can offer a significant savings. **State contracted airfares must be paid with an official state corporate card (currently American Express) or with the agency's Business Travel Account (BTA).**

3. A traveler always has a choice to determine the lowest airfare available meeting his/her needs. You should review the following conditions:

- Is there a probability that your schedule could change?
- Is there a probability that your plans could be canceled?
- Are your travel dates flexible, therefore letting you accommodate certain restrictions that could result in lower fares?
- Are you making reservations at the last minute?

4. **All tickets issued by the state contracted travel agency will be charged a $23.00 transaction fee.** This transaction fee will be a one-time charge per trip regardless of changes or cancellation. If the ticket is cancelled, the transaction fee will be refundable as long as the ticket is refundable and is processed by the contracted travel agency. (Not directly with the airlines)

The State supports the issuance of electronic tickets. However, there are still limited flights that require the issuance of a paper ticket. If a paper ticket is issued at the request of the traveler, the travel agency will charge a fee for this transaction. That fee is nor reimbursable by the State.

We bid our airfares with two tier pricing. "Unrestricted" which is last seat availability, and "Limited Capacity" which is restricted to a limited number of seats at a lower price. Your travel agent will advise you as to which fare is available for your flight.

PLEASE NOTE: If you have an electronic ticket (e-ticket) and the airline reroutes you to another airline, make sure that the ticket agent setting up the new flights prints a paper ticket for you to present at the new airline ticket gate.

The following pages list all contracted airfares.

EFFECTIVE: JULY 1, 2003

CONTRACT AIRFARES

CITY PAIRS	Airline	R/T Unrestricted	R/T Capacity
BATON ROUGE/ALBUQUERQUE,NM	AA	$270	$250
BATON ROUGE/ALBANY, NY	DL	$406	$346
BATON ROUGE/ANCHORAGE, AK	DL	$1,328	$1,208
BATON ROUGE/ASHVILLE, NC	DL	$420	$388
BATON ROUGE/ATLANTA, GA	DL	$380	$340
BATON ROUGE/AUSTIN,TX	AA	$188	
BATON ROUGE/BALTIMORE, MD	AA	$370	$330
BATON ROUGE/BIRMINGHAM, AL	DL	$314	$282
BATON ROUGE/BOISE, IA	DL	$1,212	$1,142
BATON ROUGE/BOSTON, MA	DL	$292	$232
BATON ROUGE/BOZEMAN, MT	DL	$1,108	$1,038
BATON ROUGE/BUFFALO/NIAGARA FALLS, NY	DL	$430	$410
BATON ROUGE/CHARLESTON,WVA	DL	$480	$450
BATON ROUGE/CHARLESTON, SC	DL	$620	$590
BATON ROUGE/CHARLOTTE, NC	DL	$436	$376
BATON ROUGE/CHARLOTTESVILLE, VA	DL	$610	$560
BATON ROUGE/CHATTANOOGA, TN	DL	$320	$280
BATON ROUGE/CHICAGO,IL - MIDWAY	AA	$356	$330
BATON ROUGE/CHICAGO,IL - O'HARE	AA	$356	$330
BATON ROUGE/CINCINNATI, OH	DL	$320	$260
BATON ROUGE/CLEVELAND,OH	DL	$288	$248
BATON ROUGE/COLLEGE STATION, TX	AA	$270	$250
BATON ROUGE/COLORADO SPGS,CO	AA	$420	$360
BATON ROUGE/COLUMBUS,OH	AA	$310	
BATON ROUGE/COLUMBIA, S.C.	DL	$500	$440
BATON ROUGE/CORPUS CHRISTI,TX	DL	$224	$184
BATON ROUGE/DALLAS,TX	DL	$198	$178
BATON ROUGE/DAYTONA BEACH	DL	$442	$412
BATON ROUGE/DENVER,CO	DL	$350	$310
BATON ROUGE/DETROIT, MI	AA	$316	
BATON ROUGE/DES MOINES,IA	DL	$352	$312
BATON ROUGE/EL PASO,TX	AA	$246	$218
BATON ROUGE/FAYETTEVILLE,AR	AA	$240	
BATON ROUGE/FT LAUDERDALE,FL	DL	$340	$310
BATON ROUGE/FORT MYERS, FL	DL	$434	$394
BATON ROUGE/FORT WAYNE,IN	DL	$310	$270
BATON ROUGE/FRESNO, CA	DL	$636	$596
BATON ROUGE/GAINESVILLE, FL	DL	$320	$270
BATON ROUGE/GREENSBORO/HIGH POINT/	DL	$430	$390
WINSTON SALEM, NC			
BATON ROUGE/GREENVILLE, S.C.	DL	$430	$390

EFFECTIVE: JULY 1, 2003

CONTRACT AIRFARES

CITY PAIRS	Airline	R/T Unrestricted	R/T Capacity
BATON ROUGE/HARTFORD,CT	DL	$384	$324
BATON ROUGE/HONOLULU	DL	$1,100	$1,040
BATON ROUGE/HOUSTON,TX - HOBBY	DL	$290	$250
BATON ROUGE/HOUSTON,TX - INTERCONT.	DL	$290	$250
BATON ROUGE/HUNTSVILLE/DECATUR, AL	DL	$310	$270
BATON ROUGE/INDIANAPOLIS,IN	DL	$312	$252
BATON ROUGE/JACKSONVILLE,FL	DL	$420	$380
BATON ROUGE/KANSAS CITY,MO	AA	$220	
BATON ROUGE/KNOXVILLE,TN	AA	$300	$260
BATON ROUGE/LANSING, MI	DL	$624	$584
BATON ROUGE/LAS VEGAS,NV	AA	$300	$280
BATON ROUGE/LEXINGTON,KY	DL	$470	$430
BATON ROUGE/LITTLE ROCK,AR	DL	$290	$260
BATON ROUGE/LOS ANGELES,CA	AA	$420	$390
BATON ROUGE/LOUISVILLE,KY	AA	$290	$270
BATON ROUGE/LUBBOCK,TX	AA	$280	$250
BATON ROUGE/MADISON,WI	AA	$390	
BATON ROUGE/MEMPHIS,TN	DL	$580	$550
BATON ROUGE/MIAMI,FL	DL	$354	$320
BATON ROUGE/MILWAUKEE,WI	DL	$330	$280
BATON ROUGE/MINNEAPOLIS/ST. PAUL, MN	DL	$340	$310
BATON ROUGE/MONTGOMERY,AL	DL	$320	$270
BATON ROUGE/MYRTLE BEACH, SC	DL	$540	$500
BATON ROUGE/NASHVILLE,TN	DL	$320	$280
BATON ROUGE/NEWARK,NJ	DL	$314	$274
BATON ROUGE/NEW YORK LAGUARDIA	AA	$336	
BATON ROUGE/NEW YORK JOHN F. KENNEDY	DL	$356	$296
BATON ROUGE/NORFOLK, VA	DL	$374	$334
BATON ROUGE/OAKLAND,CA	AA	$440	$400
BATON ROUGE/OMAHA,NE	DL	$356	$320
BATON ROUGE/ONTARIO,CA	DL	$520	$480
BATON ROUGE/ORLANDO, FL	DL	$346	$310
BATON ROUGE/OKLA.CITY,OK	AA	$244	
BATON ROUGE/ORANGE COUNTY,CA	DL	$502	$472
BATON ROUGE/PALM SPRINGS,CA	AA	$508	
BATON ROUGE/PHILADELPHIA/WILMINGTON, DE	DL	$372	$312
BATON ROUGE/PHOENIX,AZ	AA	$350	
BATON ROUGE/PITTSBURGH,PA	DL	$340	$280
BATON ROUGE/PORTLAND/ME	DL	$638	$608
BATON ROUGE/PORTLAND,OR	AA	$516	$484
BATON ROUGE/PROVIDENCE,RI	DL	$402	$362

EFFECTIVE: JULY 1, 2003

CONTRACT AIRFARES

CITY PAIRS	Airline	R/T Unrestricted	R/T Capacity
BATON ROUGE/RALEIGH/DURHAM,NC	AA	$480	$460
BATON ROUGE/RENO,NV	AA	$560	
BATON ROUGE/RICHMOND,VA	AA	$456	$440
BATON ROUGE/ROCHESTER,NY	DL	$434	$394
BATON ROUGE/SACRAMENTO,CA	DL	$502	$472
BATON ROUGE/SAVANNAH,GA	DL	$434	$394
BATON ROUGE/ST. LOUIS,MO	DL	$280	$250
BATON ROUGE/SALT LAKE CITY,UT	DL	$462	$422
BATON ROUGE/SAN ANTONIO,TX	DL	$222	$198
BATON ROUGE/SAN JUAN, PUERTO RICO	AA	$860	
BATON ROUGE/SAN DIEGO,CA	AA	$436	
BATON ROUGE/SAN FRANCISCO,CA	DL	$470	$420
BATON ROUGE/SAN JOSE,CA	DL	$470	$420
BATON ROUGE/SEATTLE/TACOMA,WA	AA	$494	
BATON ROUGE/SYRACUSE,NY	DL	$434	$394
BATON ROUGE/TALLAHASSEE,FL	DL	$510	$470
BATON ROUGE/TAMPA/ST. PETERSBURG, FL	DL	$330	$280
BATON ROUGE/TUCSON,AZ	DL	$410	$350
BATON ROUGE/TULSA,OK	AA	$190	$170
BATON ROUGE/WASHINGTON DC REAGAN	AA	$300	$280
BATON ROUGE/WASHINGTON DC DULLES	AA	$300	$280
BATON ROUGE/WICHITA,KS	AA	$236	$210
NEW ORLEANS/ALBUQUERQUE,NM	AA	$228	$188
NEW ORLEANS/ALBANY, NY	DL	$396	$336
NEW ORLEANS/ANCHORAGE, AK	DL	$720	$640
NEW ORLEANS/ASHVILLE,NC	DL	$372	$340
NEW ORLEANS/ATLANTA,GA	DL	$220	$180
NEW ORLEANS/AUSTIN,TX	AA	$188	$148
NEW ORLEANS/BALTIMORE,MD	DL	$242	$202
NEW ORLEANS/BIRMINGHAM,AL	DL	$398	$366
NEW ORLEANS/BISMARCK, ND	UA	$1,150	
NEW ORLEANS/BOISE, IA	DL	$1,292	$1,192
NEW ORLEANS/BOSTON,MA	DL	$250	$210
NEW ORLEANS/BOZEMAN,MT	UA	$1,080	
NEW ORLEANS/BUFFALO/NIAGARA FALLS, NY	AA	$264	$224
NEW ORLEANS/CHARLESTON,SC	DL	$520	$470
NEW ORLEANS/CHARLOTTE,NC	DL	$480	$450
NEW ORLEANS/CHARLOTTESVILLE, VA	DL	$420	$380
NEW ORLEANS/CHARLESTON,W VA	DL	$502	$442
NEW ORLEANS/CHATTANOOGA,TN	DL	$320	$290

EFFECTIVE: JULY 1, 2003

CONTRACT AIRFARES

CITY PAIRS	Airline	R/T Unrestricted	R/T Capacity
NEW ORLEANS/CHICAGO,IL - MIDWAY	DL	$320	$260
NEW ORLEANS/CHICAGO,IL - O'HARE	UA	$340	
NEW ORLEANS/CINCINNATI,OH	AA	$258	$210
NEW ORLEANS/CLEVELAND,OH	AA	$266	$240
NEW ORLEANS/COLORADO SPGS,CO	AA	$282	$242
NEW ORLEANS/COLUMBUS,OH	DL	$290	$250
NEW ORLEANS/COLUMBIA, S.C.	DL	$500	$434
NEW ORLEANS/CORPUS CHRISTI,TX	AA	$240	$192
NEW ORLEANS/DALLAS,TX	AA	$188	$148
NEW ORLEANS/DAYTONA BEACH	DL	$360	$320
NEW ORLEANS/DENVER,CO	UA	$440	
NEW ORLEANS/DES MOINES,IA	DL	$300	$260
NEW ORLEANS/DETROIT,MI	DL	$250	$210
NEW ORLEANS/EL PASO,TX	AA	$238	$198
NEW ORLEANS/EUGENE, OR	UA	$1,440	
NEW ORLEANS/FAYETTEVILLE,AR	AA	$248	$208
NEW ORLEANS/FT LAUDERDALE,FL	DL	$280	$220
NEW ORLEANS/FORT MYERS, FL	DL	$290	$230
NEW ORLEANS/FORT SMITH,AR	AA	$288	$248
NEW ORLEANS/FORT WAYNE,IN	DL	$250	$210
NEW ORLEANS/FRESNO, CA	AA	$580	$540
NEW ORLEANS/GAINESVILLE, FL	DL	$310	$280
NEW ORLEANS/GREENSBORO/HIGH POINT/	DL	$430	$380
WINSTON SALEM, NC			
NEW ORLEANS/GREENVILLE, S.C.	DL	$398	$368
NEW ORLEANS/HARTFORD,CT	DL	$290	$250
NEW ORLEANS/HONOLULU	DL	$690	$660
NEW ORLEANS/HOUSTON, TX - HOBBY	DL	$418	$348
NEW ORLEANS/HOUSTON, TX - INERCONT.	DL	$418	$348
NEW ORLEANS/HUNTSVILLE/DECATUR, AL	DL	$340	$300
NEW ORLEANS/INDIANAPOLIS,IN	AA	$228	$188
NEW ORLEANS/JACKSONVILLE,FL	DL	$250	$200
NEW ORLEANS/KANSAS CITY,MO	DL	$222	$192
NEW ORLEANS/KNOXVILLE,TN	AA	$338	$298
NEW ORLEANS/LANSING, MI	DL	$680	$620
NEW ORLEANS/LAS VEGAS,NV	DL	$240	$220
NEW ORLEANS/LEXINGTON,KY	DL	$440	$400
NEW ORLEANS/LITTLE ROCK,AR	DL	$258	$198
NEW ORLEANS/LOS ANGELES,CA	AA	$334	$304
NEW ORLEANS/LOUISVILLE,KY	AA	$358	$318
NEW ORLEANS/LUBBOCK,TX	AA	$278	$238

EFFECTIVE: JULY 1, 2003

CONTRACT AIRFARES

CITY PAIRS	Airline	R/T Unrestricted	R/T Capacity
NEW ORLEANS/MADISON,WI	AA	$278	$238
NEW ORLEANS/MANCHESTER, NH	DL	$568	$528
NEW ORLEANS/MEMPHIS,TN	DL	$426	$206
NEW ORLEANS/MIAMI,FL	AA	$436	$396
NEW ORLEANS/MILWAUKEE,WI	DL	$248	$208
NEW ORLEANS/MINNEAPOLIS/ST PAUL, MN	DL	$262	$220
NEW ORLEANS/MONTEREY, CA	UA	$480	
NEW ORLEANS/MONTGOMERY,AL	DL	$320	$290
NEW ORLEANS/MYRTLE BEACH, SC	DL	$470	$390
NEW ORLEANS/NASHVILLE,TN	AA	$258	$218
NEW ORLEANS/NEWARK,NJ	DL	$280	$240
NEW ORLEANS/NEW YORK LAGUARDIA	AA	$238	$198
NEW ORLEANS/NEW YORK JOHN F. KENNEDY	AA	$238	$198
NEW ORLEANS/NORFOLK,VA	DL	$320	$280
NEW ORLEANS/OAKLAND,CA	DL	$388	$358
NEW ORLEANS/OKLAHOMA CITY,OK	AA	$218	$178
NEW ORLEANS/OMAHA, NE	DL	$300	$260
NEW ORLEANS/ONTARIO,CA	DL	$350	$320
NEW ORLEANS/ORLANDO,FL	AA	$298	$258
NEW ORLEANS/ORANGE COUNTY,CA	DL	$374	$342
NEW ORLEANS/PALM SPRINGS,CA	UA	$410	
NEW ORLEANS/PHILADELPHIA/WILMINGTON, DE	DL	$270	$230
NEW ORLEANS/PHOENIX, AZ	AA	$338	$298
NEW ORLEANS/PITTSBURGH,PA	DL	$290	$260
NEW ORLEANS/PORTLAND,ME	DL	$380	$340
NEW ORLEANS/PORTLAND,OR	DL	$420	$388
NEW ORLEANS/PROVIDENCE,RI	UA	$330	
NEW ORLEANS/RALEIGH/DURHAM, NC	DL	$362	$322
NEW ORLEANS/RENO,NV	AA	$388	$340
NEW ORLEANS/RICHMOND,VA	DL	$250	$210
NEW ORLEANS/ROANOKE, VA	DL	$770	$700
NEW ORLEANS/ROCHESTER,NY	DL	$300	$260
NEW ORLEANS/ST. LOUIS, MO	DL	$250	$222
NEW ORLEANS/SACRAMENTO, CA	DL	$320	$280
NEW ORLEANS/SAN ANGELO, TX	AA	$400	$380
NEW ORLEANS/SAN DIEGO,CA	DL	$274	$242
NEW ORLEANS/SAN JUAN, PUERTO RICO	AA	$890	
NEW ORLEANS/SAVANNAH,GA	DL	$440	$410
NEW ORLEANS/SAN ANTONIO,TX	AA	$208	$168
NEW ORLEANS/SALT LAKE,UT	AA	$408	$368
NEW ORLEANS/SAN FRANCISCO,CA	DL	$388	$358

EFFECTIVE: JULY 1, 2003

CONTRACT AIRFARES

CITY PAIRS	Airline	R/T Unrestricted	R/T Capacity
NEW ORLEANS/SAN JOSE,CA	AA	$418	$378
NEW ORLEANS/SEATTLE/TACOMA,WA	AA	$420	$380
NEW ORLEANS/SPRINGFIELD,MO	AA	$472	
NEW ORLEANS/SYRACUSE,NY	DL	$360	$320
NEW ORLEANS/TALLAHASSEE,FL	DL	$278	$238
NEW ORLEANS/TAMPA/ST. PETERSBURG, FL	AA	$298	$258
NEW ORLEANS/TRAVERSE CITY, MI	AA	$410	$0
NEW ORLEANS/TUCSON,AZ	DL	$366	$330
NEW ORLEANS/TULSA,OK	AA	$208	$168
NEW ORLEANS/WACO,TX	AA	$270	
NEW ORLEANS/WASHINGTON DC REAGAN	UA	$300	
NEW ORLEANS/WASHINGTON DC DULLES	DL	$274	$234
NEW ORLEANS/WICHITA,KS	DL	$284	$244
SHREVEPORT/ALBUQUERQUE,NM	DL	$268	$228
SHREVEPORT/ATLANTA,GA	DL	$424	$374
SHREVEPORT/ANCHORAGE, AK	DL	$1,308	$1,168
SHREVEPORT/AUSTIN,TX	AA	$210	
SHREVEPORT/BALTIMORE,MD	AA	$390	$360
SHREVEPORT/BIRMINGHAM,AL	DL	$260	$238
SHREVEPORT/BOSTON,MA	AA	$410	$380
SHREVEPORT/BOZEMAN, MT	DL	$1,078	$1,008
SHREVEPORT/BUFFALO/NIAGARA FALLS, NY	DL	$454	$414
SHREVEPORT/CHARLOTTE,NC.	DL	$420	$380
SHREVEPORT/CHARLOTTESVILLE, VA	DL	$480	$420
SHREVEPORT/CHARLESTON,SC	DL	$418	$378
SHREVEPORT/CHATTANOOGA,TN	DL	$336	$296
SHREVEPORT/CHICAGO,IL - MIDWAY	DL	$288	$258
SHREVEPORT/CHICAGO,IL - O'HARE	AA	$266	$240
SHREVEPORT/CINCINNATI,OH	AA	$310	$280
SHREVEPORT/CLEVELAND,OH	DL	$340	$260
SHREVEPORT/COLORADO SPGS,CO	DL	$420	$380
SHREVEPORT/COLUMBUS,OH	AA	$350	$320
SHREVEPORT/COLUMBIA, S.C.	DL	$608	$578
SHREVEPORT/CORPUS CHRISTI,TX	AA	$230	$200
SHREVEPORT/DALLAS,TX	AA	$210	$180
SHREVEPORT/DAYTONA BEACH	DL	$360	$300
SHREVEPORT/DES MOINES, IA	DL	$378	$338
SHREVEPORT/DENVER,CO	AA	$364	
SHREVEPORT/DETROIT,MI	AA	$294	
SHREVEPORT/EL PASO,TX	AA	$270	

EFFECTIVE: JULY 1, 2003

CONTRACT AIRFARES

CITY PAIRS	Airline	R/T Unrestricted	R/T Capacity
SHREVEPORT/FAYETTEVILLE,AR	DL	$260	$230
SHREVEPORT/FORT LAUDERDALE,FL	DL	$376	$316
SHREVEPORT/FORT MYERS, FL	DL	$324	$284
SHREVEPORT/FORT SMITH,AR	AA	$210	
SHREVEPORT/FORT WAYNE,IN	AA	$330	$300
SHREVEPORT/FRESNO, CA	DL	$582	$542
SHREVEPORT/GREENSBORO/HIGH POINT/	AA	$350	$320
WINSTON SALEM, NC			
SHREVEPORT/GREENVILLE, S.C.	DL	$568	$538
SHREVEPORT/HARTFORD, CT	DL	$436	$396
SHREVEPORT/HONOLULU	DL	$850	$810
SHREVEPORT/HOUSTON, TX - HOBBY	DL	$270	$240
SHREVEPORT/HOUSTON, TX - INTERCONT.	DL	$270	$240
SHREVEPORT/HUNTSVILLE/DECATUR, AL	DL	$280	$240
SHREVEPORT/INDIANAPOLIS,IN	AA	$300	$280
SHREVEPORT/JACKSON,MS	DL	$440	$400
SHREVEPORT/JACKSONVILLE,FL	AA	$316	$290
SHREVEPORT/KANSAS CITY,MO	AA	$236	
SHREVEPORT/KNOXVILLE,TN	AA	$260	
SHREVEPORT/LAS VEGAS, NV	AA	$336	
SHREVEPORT/LEXINGTON,KY	DL	$460	$420
SHREVEPORT/LITTLE ROCK,AR	AA	$210	
SHREVEPORT/LOS ANGELES,CA	AA	$400	$380
SHREVEPORT/LOUISVILLE,KY	DL	$260	$234
SHREVEPORT/LUBBOCK,TX	AA	$286	$260
SHREVEPORT/MADISON,WI	DL	$416	$376
SHREVEPORT/MEMPHIS,TN	AA	$230	$210
SHREVEPORT/MIAMI,FL	AA	$350	$320
SHREVEPORT/MILWAUKEE,WI	AA	$340	$300
SHREVEPORT/MINNEAPOLIS/ST. PAUL, MN	AA	$330	$310
SHREVEPORT/MONTGOMERY	DL	$420	$400
SHREVEPORT/NASHVILLE,TN	AA	$234	
SHREVEPORT/NEWARK,NJ	DL	$400	$360
SHREVEPORT/NEW YORK LAGUARDIA	AA	$370	
SHREVEPORT/NEW YORK JOHN F. KENNEDY	DL	$388	$348
SHREVEPORT/NORFOLK,VA	AA	$380	$360
SHREVEPORT/OAKLAND,CA	AA	$510	$490
SHREVEPORT/OKLAHOMA CITY,OK	AA	$196	
SHREVEPORT/ONTARIO,CA	AA	$450	$420
SHREVEPORT/ORANGE COUNTY,CA	AA	$470	
SHREVEPORT/ORLANDO,FL	DL	$360	$320

EFFECTIVE: JULY 1, 2003

CONTRACT AIRFARES

CITY PAIRS	Airline	R/T Unrestricted	R/T Capacity
SHREVEPORT/PHILADELPHIA/WILMINGOTN, DE	DL	$346	$306
SHREVEPORT/PHOENIX,AZ	AA	$384	$344
SHREVEPORT/PITTSBURGH,PA	DL	$326	$286
SHREVEPORT/PORTLAND,ME	DL	$398	$358
SHREVEPORT/PORTLAND,OR	AA	$556	$516
SHREVEPORT/PROVIDENCE,RI	DL	$540	$500
SHREVEPORT/RALEIGH/DURHAM,NC	AA	$340	$320
SHREVEPORT/RENO,NV	AA	$524	
SHREVEPORT/RICHMOND,VA	AA	$420	$396
SHREVEPORT/ROCHESTER,NY	DL	$484	$444
SHREVEPORT/SACRAMENTO,CA	AA	$556	
SHREVEPORT/SALT LAKE CITY,UT	AA	$396	
SHREVEPORT/ST. LOUIS,MO	DL	$320	$280
SHREVEPORT/SAN ANTONIO,TX	AA	$228	$208
SHREVEPORT/SAN DIEGO,CA	AA	$380	
SHREVEPORT/SAN FRANCISCO,CA	AA	$440	$390
SHREVEPORT/SAN JOSE,CA	AA	$476	
SHREVEPORT/SAN JUAN, PUERTO RICO	AA	$860	
SHREVEPORT/SEATTLE/TACOMA,WA	AA	$440	$390
SHREVEPORT/TAMPA/ST. PETERSBURG, FL	AA	$280	$250
SHREVEPORT/TUCSON,AZ	AA	$420	$390
SHREVEPORT/TULSA,OK	DL	$234	$194
SHREVEPORT/WASHINGTON DC REAGAN	AA	$350	$320
SHREVEPORT/WASHINGTON DC DULLES	AA	$350	$320
SHREVEPORT/WICHITA,KS	AA	$260	$240
MONROE/ALBUQUERQUE,NM	DL	$430	$380
MONROE/ANCHORAGE, AK	DL	$1,268	$1,208
MONROE/ASHVILLE,NC	DL	$512	$442
MONROE/ATLANTA,GA	DL	$468	$408
MONROE/AUSTIN,TX	DL	$350	$310
MONROE/BALTIMORE,MD	DL	$568	$528
MONROE/BIRMINGHAM,AL	DL	$370	$320
MONROE/BOSTON,MA	DL	$380	$320
MONROE/BOZEMAN, MT	DL	$1,078	$1,008
MONROE/BUFFALO/NIAGARA FALLS, NY	DL	$460	$410
MONROE/CHARLESTON,WEST VA	DL	$650	$610
MONROE/CHARLOTTE,NC	DL	$564	$524
MONROE/CHARLOTTESVILLE, VA	DL	$600	$520
MONROE/CHATTANOOGA,TN	DL	$420	$360
MONROE/CHICAGO,IL - MIDWAY	DL	$420	$370

EFFECTIVE: JULY 1, 2003

CONTRACT AIRFARES

CITY PAIRS	Airline	R/T Unrestricted	R/T Capacity
MONROE/CHICAGO,IL - O'HARE	DL	$420	$370
MONROE/CINCINNATI,OH	DL	$420	$380
MONROE/CLEVELAND,OH	DL	$564	$524
MONROE/COLUMBUS,OH	DL	$450	$400
MONROE/COLUMBIA, S.C.	DL	$628	$588
MONROE/DALLAS,TX	DL	$310	$270
MONROE/DAYTONA BEACH	DL	$400	$360
MONROE/DENVER,CO	DL	$450	$400
MONROE/DES MOINES,IA	DL	$830	$760
MONROE/DETROIT,MI	DL	$500	$440
MONROE/FAYETTEVILLE,AR	DL	$380	$340
MONROE/FORT MYERS, FL	DL	$420	$370
MONROE/FRESNO, CA	DL	$680	$640
MONROE/GREENSBORO/HIGH POINT/	DL	$712	$672
WINSTON SALEM, NC			
MONROE/GREENVILLE, S.C.	DL	$628	$588
MONROE,HARTFORD,CT	DL	$578	$538
MONROE/HONOLULU	DL	$1,124	$1,084
MONROE/HOUSTON, TX - HOBBY	DL	$330	$290
MONROE/HOUSTON, TX - INTERCONT.	DL	$330	$290
MONROE/HUNTSVILLE/DECATUR,AL	DL	$360	$320
MONROE/INDIANAPOLIS,IN	DL	$334	$274
MONROE/JACKSON,MS	DL	$408	$348
MONROE/JACKSONVILLE,FL	DL	$500	$460
MONROE/KANSAS CITY,MO	DL	$450	$410
MONROE/KNOXVILLE,TN	DL	$412	$352
MONROE/LAS VEGAS,NV	DL	$520	$480
MONROE/LEXINGTON,KY	DL	$450	$420
MONROE/LITTLE ROCK,AR	DL	$470	$430
MONROE/LOS ANGELES,CA	DL	$520	$440
MONROE/LOUISVILLE,KY	DL	$520	$420
MONROE/LUBBOCK,TX	DL	$330	$280
MONROE/MEMPHIS,TN	DL	$366	$324
MONROE/MIAMI,FL	DL	$430	$370
MONROE/MILWAUKEE,WI	DL	$430	$380
MONROE/MINNEAPOLIS/ST. PAUL, MN	DL	$532	$472
MONROE/MONTGOMERY,AL	DL	$380	$320
MONROE/NASHVILLE,TN	DL	$380	$330
MONROE/NEWARK,NJ	DL	$510	$470
MONROE/NEW YORK LAGUARDIA AIRPORT	DL	$502	$462
MONROE/NEW YORK JOHN F. KENNEDY	DL	$502	$462

EFFECTIVE: JULY 1, 2003

CONTRACT AIRFARES

CITY PAIRS	Airline	R/T Unrestricted	R/T Capacity
MONROE/NORFOLK,VA	DL	$534	$460
MONROE/OAKLAND,CA	DL	$686	$626
MONROE/OKLAHOMA CITY,OK	DL	$438	$378
MONROE/ONTARIO,CA	DL	$722	$662
MONROE/ORLANDO,FL	DL	$384	$324
MONROE/PALM SPRINGS, CA	DL	$870	$810
MONROE/PHILADELPHIA/WILMINGTON, DE	DL	$598	$538
MONROE/PHOENIX,AZ	DL	$522	$462
MONROE/PITTSBURGH,PA	DL	$718	$658
MONROE/PORTLAND,ME	DL	$708	$668
MONROE/PORTLAND,OR	DL	$698	$620
MONROE/PROVIDENCE,RI	DL	$534	$474
MONROE/RALEIGH/DURHAM,NC.	DL	$722	$682
MONROE/RENO,NV	DL	$620	$600
MONROE/RICHMOND,VA	DL	$718	$638
MONROE/SACRAMENTO,CA	DL	$656	$616
MONROE/ST. LOUIS,MO	DL	$450	$410
MONROE/SAN ANTONIO,TX	DL	$340	$280
MONROE/SAN DIEGO, CA	DL	$586	$536
MONROE/SAN FRANCISCO,CA	DL	$642	$602
MONROE/SAN JOSE,CA	DL	$642	$602
MONROE/SAN JUAN, PUERTO RICO	DL	$954	
MONROE/SEATTLE/TACOMA,WA	DL	$592	$532
MONROE/TAMPA/ST. PETERSBURG, FL	DL	$418	$368
MONROE/TUCSON,AZ	DL	$542	$482
MONROE/TULSA,OK	DL	$362	$312
MONROE/WASHINGTON DC REAGAN	DL	$486	$426
MONROE/WASHINGTON DC DULLES	DL	$486	$426
MONROE/WICHITA,KS	DL	$400	$360
LAFAYETTE/ALBUQUERQUE,NM	DL	$430	$380
LAFAYETTE/ANCHORAGE, AK	DL	$1,308	$1,208
LAFAYETTE/ATLANTA,GA	DL	$656	$596
LAFAYETTE/AUSTIN,TX	DL	$350	$310
LAFAYETTE/BALTIMORE,MD	DL	$422	$382
LAFAYETTE/BIRMINGHAM,AL	DL	$314	$282
LAFAYETTE/BOZEMAN, MT	DL	$1,008	$938
LAFAYETTE/BOSTON,MA	DL	$380	$320
LAFAYETTE/CHARLESTON,WVA	DL	$660	$600
LAFAYETTE/CHARLOTTESVILLE, VA	DL	$634	$594
LAFAYETTE/CHATTANOOGA,TN	DL	$454	$374

EFFECTIVE: JULY 1, 2003

CONTRACT AIRFARES

CITY PAIRS	Airline	R/T Unrestricted	R/T Capacity
LAFAYETTE/CHICAGO,IL - MIDWAY	DL	$420	$370
LAFAYETTE/CHICAGO,IL - O'HARE	DL	$420	$370
LAFAYETTE/CINCINNATI,OH	DL	$420	$380
LAFAYETTE/CLEVELAND,OH	DL	$430	$390
LAFAYETTE/COLUMBUS,OH	DL	$450	$400
BATON ROUGE/COLUMBIA , S.C.	DL	$666	$596
LAFAYETTE/DALLAS,TX	DL	$310	$270
LAFAYETTE/DAYTONA BEACH	DL	$400	$360
LAFAYETTE/DENVER,CO	DL	$470	$420
LAFAYETTE/DES MOINES,IA	DL	$562	$502
LAFAYETTE/DETROIT,MI	DL	$500	$440
LAFAYETTE/FAYETTEVILLE,AR	DL	$380	$340
LAFAYETTE/FORT LAUDERDALE,FL	DL	$390	$340
LAFAYETTE/FORT MYERS, FL	DL	$400	$360
LAFAYETTE/FRESNO, CA	DL	$700	$640
LAFAYETTE/GREENSBORO/HIGH POINT/	DL	$712	$652
WINSTON SALEM, NC			
LAFAYETTE/GREENVILLE, SC.	DL	$628	$588
LAFAYETTE/HARTFORD,CT	DL	$578	$538
LAFAYETTE/HONOLULU	DL	$1,104	$1,064
LAFAYETTE/HOUSTON, TX - HOBBY	DL	$418	$350
LAFAYETTE/HOUSTON, TX - INTERCONT.	DL	$418	$350
LAFAYETTE/HUNTSVILLE/DECATUR, AL	DL	$380	$320
LAFAYETTE/INDIANAPOLIS,IN	DL	$334	$294
LAFAYETTE/JACKSONVILLE,FL	DL	$400	$350
LAFAYETTE/KANSAS CITY,MO	DL	$450	$410
LAFAYETTE/KNOXVILLE,TN	DL	$486	$426
LAFAYETTE/LAS VEGAS,NV	DL	$520	$480
LAFAYETTE/LEXINGTON, KY	DL	$460	$420
LAFAYETTE/LITTLE ROCK,AR	DL	$470	$430
LAFAYETTE/LOS ANGELES,CA	DL	$520	$440
LAFAYETTE/LOUISVILLE,KY	DL	$430	$390
LAFAYETTE/MEMPHIS,TN	DL	$366	$324
LAFAYETTE/MIAMI,FL	DL	$460	$420
LAFAYETTE/MILWAUKEE,WI	DL	$490	$430
LAFAYETTE/MINNEAPOLIS/ST. PAUL, MN	DL	$552	$482
LAFAYETTE/NASHVILLE,TN	DL	$280	$240
LAFAYETTE/NEWARK,NJ	DL	$510	$470
LAFAYETTE/NEW YORK LAGUARDIA	DL	$502	$462
LAFAYETTE/NEW YORK JOHN F. KENNEDY	DL	$502	$462
LAFAYETTE/NORFOLK,VA	DL	$534	$474

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CONTRACT AIRFARES

CITY PAIRS	Airline	R/T Unrestricted	R/T Capacity
LAFAYETTE/OKLAHOMA CITY,OK	DL	$438	$378
LAFAYETTE/ONTARIO,CA	DL	$600	$540
LAFAYETTE/ORLANDO,FL	DL	$544	$476
LAFAYETTE/PHILADELPHIA/WILMINGTON, DE	DL	$718	$658
LAFAYETTE/PHOENIX, AZ	DL	$522	$462
LAFAYETTE/PITTSBURGH,PA	DL	$640	$580
LAFAYETTE/PORTLAND,ME	DL	$940	$880
LAFAYETTE/PORTLAND,OR	DL	$698	$620
LAFAYETTE/PROVIDENCE,RI	DL	$546	$466
LAFAYETTE/RALEIGH/DURHAM,NC	DL	$722	$682
LAFAYETTE/RENO,NV	DL	$640	$600
LAFAYETTE/RICHMOND,VA	DL	$580	$520
LAFAYETTE/ROCHESTER,NY	DL	$776	$716
LAFAYETTE/SACRAMENTO,CA	DL	$656	$616
LAFAYETTE/ST. LOUIS,MO	DL	$470	$420
LAFAYETTE/SALT LAKE CITY,UT	DL	$560	$480
LAFAYETTE/SAN ANTONIO,TX	DL	$340	$280
LAFAYETTE/SAN DIEGO,CA	DL	$560	$500
LAFAYETTE/SAN FRANCISCO,CA	DL	$642	$602
LAFAYETTE/SAN JOSE,CA	DL	$642	$602
LAFAYETTE/SAN JUAN, PUERTO RICO	DL	$954	
LAFAYETTE/SEATTLE/TACOMA,WA	DL	$620	$560
LAFAYETTE/TAMPA/ST. PETERSBURG, FL	DL	$418	$368
LAFAYETTE/TUCSON,AZ	DL	$650	$610
LAFAYETTE/TULSA,OK	DL	$406	$362
LAFAYETTE/WASHINGTON DC REAGAN	DL	$422	$382
LAFAYETTE/WASHINGTON DC DULLES	DL	$422	$382
LAFAYETTE/WICHITA,KS	DL	$400	$360
ALEXANDRIA/ATLANTA,GA	DL	$394	$334
ALEXANDRIA/BOSTON,MA	DL	$420	$380
ALEXANDRIA/CHARLOTTESVILLE, VA	DL	$634	$574
ALEXANDRIA/DALLAS,TX	DL	$260	$230
ALEXANDRIA/DAYTONA BEACH	DL	$500	$450
ALEXANDRIA/DENVER,CO	DL	$440	$400
ALEXANDRIA/FORT MYERS, FL	DL	$480	$440
ALEXANDRIA/FRESNO, CA	DL	$802	$642
ALEXANDRIA/LAS VEGAS,NV	DL	$356	$316
ALEXANDRIA/LOS ANGELES,CA	DL	$442	$392
ALEXANDRIA/MEMPHIS,TN	DL	$344	$304
ALEXANDRIA/NEW YORK LAGUARDIA	DL	$392	$352

EFFECTIVE: JULY 1, 2003

CONTRACT AIRFARES

CITY PAIRS	Airline	R/T Unrestricted	R/T Capacity
ALEXANDRIA/NEW YORK JOHN F. KENNEDY	DL	$392	$352
ALEXANDRIA/SAN FRANCISCO,CA	DL	$490	$440
ALEXANDRIA/SEATTLE,WA	DL	$492	$442
ALEXANDRIA/WASHINGTON DC REAGAN	DL	$386	$346
ALEXANDRIA/WASHINGTON DC DULLES	DL	$386	$346
NEW ORLEANS/AMSTERDAM	UA	$1,130	$1,100
NEW ORLEANS/ATHENS	DL	$2,124	$1,748
NEW ORLEANS/BANGKOK	UA	$2,448	
NEW ORLEANS/BERLIN	UA	$2,126	$1,270
NEW ORLEANS/BOMBAY	UA	$2,116	$1,966
NEW ORLEANS/BRUSSELS	UA	$1,130	$790
NEW ORLEANS/BUDAPEST	UA	$1,770	$1,554
NEW ORLEANS/CANCUN	AA	$628	
NEW ORLEANS/COPENHAGEN	DL	$2,500	$1,536
NEW ORLEANS/FRANKFURT	AA	$850	$650
NEW ORLEANS/GENEVA	UA	$2,034	$1,318
NEW ORLEANS/HELSINKI	UA	$1,320	$1,134
NEW ORLEANS/HONG KONG	UA	$2,104	
NEW ORLEANS/INNSBRUCK	UA	$1,964	$1,264
NEW ORLEANS/ISTANBUL	UA	$1,480	$1,272
NEW ORLEANS/JOHANNESBURG	DL	$4,222	$3,166
NEW ORLEANS/KINGSTON	AA	$814	$678
NEW ORLEANS/LONDON	UA	$920	$820
NEW ORLEANS/MADRID	UA	$1,000	$940
NEW ORLEANS/MEXICO CITY	AA	$628	
NEW ORLEANS/MILAN	UA	$1,358	$1,170
NEW ORLEANS/MONTEGO BAY	AA	$814	$678
NEW ORLEANS/MONTREAL	DL	$480	$430
NEW ORLEANS/MOSCOW	DL	$2,246	$1,948
NEW ORLEANS/MUNICH	UA	$854	$688
NEW ORLEANS/NICE	UA	$1,950	$1,448
NEW ORLEANS/PARIS	UA	$970	$850
NEW ORLEANS/PRAGUE	UA	$2,128	$1,588
NEW ORLEANS/QUITO SUCRE	AA	$1,058	$798
NEW ORLEANS/RIO DE JANEIRO	UA	$1,250	$950
NEW ORLEANS/ROME	UA	$912	$734
NEW ORLEANS/SAN JOSE	DL	$944	$912
NEW ORLEANS/SEOUL	DL	$1,500	
NEW ORLEANS/STUTTGART	UA	$2,126	$1,244
NEW ORLEANS/TAIPEI	UA	$2,004	

EFFECTIVE: JULY 1, 2003

CONTRACT AIRFARES

CITY PAIRS	Airline	R/T Unrestricted	R/T Capacity
NEW ORLEANS/TOKYO	AA	$1,170	$850
NEW ORLEANS/TORONTO	UA	$490	
NEW ORLEANS/VANCOUVER	UA	$610	
NEW ORLEANS/VIENNA	UA	$2,062	$1,326
NEW ORLEANS/WARSAW	UA	$2,944	$2,554
NEW ORLEANS/ZURICH	UA	$1,120	$960
BATON ROUGE/AMSTERDAM	DL	$2,666	$1,998
BATON ROUGE/ATHENS	DL	$2,124	$1,748
BATON ROUGE/BOMBAY	DL	$2,160	$2,024
BATON ROUGE/BERLIN	DL	$2,274	$1,322
BATON ROUGE/BRUSSELS	DL	$1,942	$1,700
BATON ROUGE/BUDAPEST	DL	$2,500	$1,552
BATON ROUGE/CANCUN	AA	$628	
BATON ROUGE/COPENHAGEN	DL	$2,500	$1,536
BATON ROUGE/FRANKFURT	AA	$1,400	$1,100
BATON ROUGE/GENEVA	DL	$2,220	$1,272
BATON ROUGE/ISTANBUL	DL	$2,166	$1,848
BATON ROUGE/JOHANNESBURG	DL	$4,222	$3,166
BATON ROUGE/KINGSTON	AA	$814	$678
BATON ROUGE/LONDON	AA	$1,060	$800
BATON ROUGE/MADRID	DL	$1,318	$1,054
BATON ROUGE/MEXICO CITY	AA	$628	
BATON ROUGE/MILAN	DL	$1,328	$1,060
BATON ROUGE/MONTEGO BAY	AA	$814	$678
BATON ROUGE/MONTREAL	DL	$618	$558
BATON ROUGE/MOSCOW	DL	$2,246	$1,948
BATON ROUGE/MUNICH	DL	$2,348	$1,364
BATON ROUGE/NICE	DL	$2,008	$1,464
BATON ROUGE/PARIS	AA	$1,200	$900
BATON ROUGE/PRAGUE	DL	$2,238	$1,788
BATON ROUGE/QUITO SUCRE	AA	$1,058	$798
BATON ROUGE/RIO DE JANEIRO	AA	$1,398	$1,098
BATON ROUGE/ROME	DL	$1,294	$1,036
BATON ROUGE/SEOUL	DL	$1,500	
BATON ROUGE/STUTTGART	DL	$2,300	$1,564
BATON ROUGE/TOKYO	AA	$1,170	$850
BATON ROUGE/TORONTO	DL	$668	$628
BATON ROUGE/VANCOUVER	DL	$672	$632
BATON ROUGE/VIENNA	DL	$2,220	$1,616
BATON ROUGE/WARSAW	DL	$3,040	$2,636

EFFECTIVE: JULY 1, 2003

CONTRACT AIRFARES

CITY PAIRS	Airline	R/T Unrestricted	R/T Capacity
BATON ROUGE/ZURICH	AA	$1,300	$1,000
SHREVPORT/AMSTERDAM	DL	$2,666	$1,998
SHREVPORT/ATHENS	DL	$2,124	$1,748
SHREVEPORT/BOMBAY	DL	$2,160	$2,024
SHREVEPORT/BERLIN	DL	$2,274	$1,322
SHREVEPORT/BRUSSELS	DL	$1,942	$1,700
SHREVEPORT/BUDAPEST	DL	$2,500	$1,552
SHREVEPORT/CANCUN	AA	$540	
SHREVEPORT/COPENHAGEN	DL	$2,500	$1,536
SHREVEPORT/FRANKFURT	AA	$1,400	$1,100
SHREVEPORT/GENEVA	DL	$2,220	$1,272
SHREVEPORT/ISTANBUL	DL	$2,166	$1,848
SHREVEPORT/JOHANNESBURG	DL	$4,222	$3,166
SHREVEPORT/KINGSTON	AA	$976	$814
SHREVEPORT/LONDON	AA	$1,060	$800
SHREVEPORT/MADRID	DL	$1,318	$1,054
SHREVEPORT/MEXICO CITY	AA	$500	
SHREVEPORT/MILAN	DL	$1,328	$1,060
SHREVEPORT/MONTEGO BAY	AA	$976	$814
SHREVEPORT/MONTREAL	DL	$618	$558
SHREVEPORT/MOSCOW	DL	$2,246	$1,948
SHREVEPORT/MUNICH	DL	$2,348	$1,364
SHREVEPORT/NICE	DL	$2,008	$1,464
SHREVEPORT/PARIS	AA	$1,200	$900
SHREVEPORT/PRAGUE	DL	$2,238	$1,788
SHREVEPORT/QUITO SUCRE	AA	$1,058	$798
SHREVEPORT/RIO DE JANEIRO	AA	$1,398	$1,098
SHREVEPORT/ROME	DL	$1,294	$1,036
SHREVEPORT/SEOUL	DL	$1,500	
SHREVEPORT/STUTTGART	DL	$2,300	$1,564
SHREVEPORT/TOKYO	AA	$1,170	$850
SHREVEPORT/TORONTO	DL	$668	$628
SHREVEPORT/VANCOUVER	DL	$672	$632
SHREVEPORT/VIENNA	DL	$2,220	$1,616
SHREVEPORT/WARSAW	DL	$3,040	$2,636
SHREVEPORT/ZURICH	AA	$1,400	$1,100

In-State Hotel & Motel Directory

ABBEVILLE

Sunbelt Lodge
1903 Veterans Memorial Drive
(866) 299-1480*(337) 898-1453
Sgl.$39;Dbl.$42:King $42

ALEXANDRIA

Bentely Hotel
200 DeSoto Street
(318) 448-9600
Sgl.$55; Dbl.$65; King $55

Best Western
2720 W. MacArthur Drive
(800) 937-8376 * (888) 338-2008
Sgl.$55; Dbl.$65; King $55

Clarion Hotel
2716 N. MacArthur Drive
(800) 787-8336 * (318) 487-4261
Sgl.$55;Dbl.$55;King $55

Comfort Inn
2001 N. Bolton Avenue
(800) 228-5150 * (318) 484-9155
Sgl.$55; Dbl.$60; King:$55

Hampton Inn
2301 N. Mac Arthur Dr.
(800) 426-7866 * (318) 487-8500
Sgl.$55:Dbl.$65

Holiday Inn Conv. Center
701 Fourth Street
(888)667-8908 * (318)442-9000
Sgl.$55; Dbl.$65; King $55

La Quinta Inn & Suites
6116 West Calhoun Drive
(800) 531-5900 * (318) 442-3700
Sgl.$55; Dbl.$55

Quality Inn
3010 N Mac Arthur Drive
(318)445-6757
Sgl.$55; Dbl.$60; King $55

Travelodge
2211 N. Mac Arthur Drive
(318)443-2561
Sgl.$55; Dbl.$55; King $65

BATON ROUGE

AmeriSuites
6080 Bluebonnet Blvd.
(225) 769-4400
Sgl.$70: Dbl.$80; King $70/$80

Best Western Chateau Louisianne
710 North Lobdell Avenue
(800) 256-6263 * (225) 927-6700
Sgl.$70; Dbl.$80

Calloway Inn & Suites
10920 Mead Road
(800) 395-8847 * (225) 293-9370
Sgl.$55; Dbl.$59; King $59

Chase Suite Hotel by Woodfin
5522 Corporate Blvd.
(800) 966-3346 * (225) 927-5630
Sgl.$70

Comfort Suites
1755 O'Neal Lane
(225) 273-3388
Sgl.$60;Dbl$60;King $60

Comfort Suites - College Dirve
3045 Valley Creek Road
(800) 424-6423 * (225) 923-3377
Sgl.$59; Dbl. $59; King $59

Comfort Inn University Center
2445 S. Acadian Thruway
(225) 236-4000
Sgl.$65; Dbl.$65;King:$65

Courtyard by Marriott
2421 S. Acadian Thruway
(800) 321-2211 * (225) 924-6400
Sgl.$65; Dbl.$65; King $65

Deluxe Inn
10245 Airline Highway
(225) 291-8152
Sgl.$33;Dbl $38;King $38

Fairfield Inn by Marriott
7959 Essen Park Ave.
(800) 228-2800 * (225) 766-9493
Sgl.$65; Dbl.$65; King:$65

Hampton Inn (Airline & I-12)
10045 Gwenadele Avenue
(225) 924-4433
Sgl.$65; Dbl.$65;King:$65

Holiday Inn East (Siegen & I-10)
10455 Reiger Road
(225) 293-6880
Sgl.$70; Dbl.$70; King $70

Holiday Inn Express
4924 Constitution
(225) 930-0600
Sgl.$65; Dbl.$65; King:$65

Holiday Inn - South
9940 Airline Highway
(888) 814-9602 * (225) 924-7021
Sgl.$70 Dbl.$80; King:$70

La Quinta Inn
2333 South Acadian Thruway
(800) 531-5900 * (225) 924-9600
Sgl.$60; Dbl.$60;

Marriott Baton Rouge
5500 Hilton Avenue
(800) 228-9290 * (225) 924-5000
Sgl.$70;Dbl.$80;King $70

Microtel Inn & Suites
10645 Reiger Road
(225) 291-6200
Sgl.$45; Dbl.$50

Quality Suites
9138 Bluebonnet Centre Blvd.
(800) 228-5151 * (225) 293-1199
Sgl.$70; Dbl.$75;King:$70 /$75

Radisson Hotel& Conf. Center
4728 Constitution Avenue
(800) 333-3333 * (225) 925-2244
Sgl.$70; Dbl.$80;King:$75

Sheraton Baton Rouge
102 France Street
(888) 627-8567 * (225) 242-2600
Sgl.$70; Dbl.$70: King $70

Shoney's Inn & Suites
9919 Gwenadele Drive
(225) 925-8399
Sgl.$49; Dbl.$49; King $49

Sleep Inn South
10332 Plaza Americana
(225) 926-8488
Sgl.$55; Dbl.$55

Springhill Suites by Marriott
7979 Essen Park Avenue
(888) 287-9400 * (225) 766-5252
Sgl.$65; Dbl. $65; King $65

Towne Place Suites by Marriott
8735 Summa Avenue
(800) 257-3000 * (225) 819-2112
Sgl.$65; Dbl. $65; King $65

BOSSIER CITY

Best Western Airline
1984 Airline
(800) 635-7639 * (318)742-6000
Sgl.$65; Dbl.$65; King $65

Days Inn - Bossier City
200 John Wesley Blvd
(318) 742-9200
Sgl.$55; Dbl.$55; King $55

Hampton Inn
1005 Gould Drive
(318) 752-1112
Sgl.$65;Dbl.$65;King $65

Holiday Inn Bossier
2015 Old Minden Road
(318) 742-9700
Sgl.$65; Dbl.$65; King $65

La Quinta Inn
309 Preston Blvd
(800) 531-5900 * (318) 747-4400
Sgl.$60; Dbl.$60

Le Bossier Hotel & Conf Center
4000 Industrial Drive
(800) 795-0711 * (318) 747-0711
Sgl.$50; Dbl.$50; King $50

Microtel Inn & Suites
2713 Village Lane
(318) 742-7882
Sgl.$49; Dbl.$49; King $59

Quality Inn & Suites
2717 Village Lane
(318) 742-7890
Sgl.$60; Dbl.$60; King $60

Quality Inn of Bossier City
4300 Industrial Drive
(318) 746-5050
Sgl.$50; Dbl.$50; King $50

Residence Inn by Marriott
1001 Gould Drive
(800) 331-3131 * (318) 747-6220
Sgl.$65; King $65

Shoney's Inn
1836 Old Minden Road
(800) 552-4667 * (318) 747-7700
Sgl.$49; Dbl. $49; King $49

Super 8 Motel
3101 Hilton Drive
(318) 747-7010
Sgl.$60; Dbl. $60; King $60

CHALMETTE

Econo Lodge Marina
5353 Paris Road
(504) 277-5353
Sgl.$54; Dbl.$59; King $64

COVINGTON

Holiday Inn & Suites
501 N. Hwy 190
(985) 893-3580
Sgl.$55; Dbl.$55; King $55

Covington Courtyard
101 Northpark Blvd.
(800) 321-2211 * (985) 871-0244
Sgl.$55; Dbl.$55; King $55

CROWLEY

Best Western at Crowley
9571 Egan Hwy.
(337) 783-2378
Sgl.$55; Dbl.$55; King $55

DENHAM SPRINGS

Highland Inn
2605 S. Range Avenue
(866) 676-4384 * (225) 667-7177
Sgl.$55; Dbl.$60; King $60

FRANKLIN

Best Western Forest Motor Inn
1909 Main Street
(800) 828-1812 * (337) 828-1810
Sgl.$55; Dbl.$60

GONZALES

Holiday Inn
1500 W. Highway 30
(800) 946-5432 * (225) 647-8000
Sgl.$55; Dbl.$55; King $55

Quality Inn
1740 West Hwy 30
(225) 647-5700
Sgl.$50; Dbl.$55; King $55

Western Inn
1712 West Hwy 30
(225) 644-3114
Sgl.$45; Dbl.$49; King $49

GRETNA

Holiday Inn – N.O. West Bank
100 West Bank Expressway
(877) 533-1235 * (504) 366-2361
Sgl.$63; Dbl.$63; King $63

La Quinta Inn – West Bank
50 Terry Parkway
(800) 531-5900 * (504) 368-5600
Sgl.$65; Dbl.$65

Quality Inn Tower
100 West Bank Expressway
(800) 635-7787 * (504) 366-8531
Sgl.$60; Dbl.$65; King $65

HAMMMOND

Holiday Inn - Hammond
2000 S. Morrison Blvd.
(985) 345-0556
Sgl.$55; Dbl.$55; King $55

Econo Lodge
2010 S. Morrison Blvd.
(985) 542-9425
Sgl.$35;Dbl $35;King $35

HOUMA

Fairfield Inn by Marriott
1530 Marin Luther King Blvd.
(800) 228-2800 * (985) 580-1050
Sgl.$57; Dbl. $57; King $57

Holiday Inn
210 S. Hollywood Road
(877) 800-9383 * (985) 868-5851
Sgl.$57; Dbl.$57; King $57

Ramada Inn
1400 West Tunnel Blvd.
(985) 879-4871
Sgl.$55; Dbl.$60: King $55/$60

Red Carpet Inn-Houma
2115 Bayou Black Drive
(985) 876-4160
Sgl.$35; Dbl.$40; King $40

JENNINGS

Comfort Inn
607 Holiday Drive
(800) 424-6423 * (337)824-8589
Sgl.$50; Dbl.$50; King $50

Holiday Inn
603 Holiday Drive
(337) 824-5280
Sgl.$55; Dbl. $55; King $55

KENNER

Days Inn – New Orleans Airport
1300 Veterans Memorial Blvd.
(504) 469-2531
Sgl.$45; Dbl. $45; King $45

Hilton Garden Inn – Airport
4535 Williams Blvd.
(504) 712-0504
Sgl.$70;Dbl.$70;King $70

La Quinta Inn - Airport
2610 Williams Blvd
(800) 531-5900 * (504) 466-1401
Sgl.$69; Dbl.$69

New Orleans Airport Plaza Hotel
2150 Veterans Boulevard
(866) 292-6118 * (504) 467-3111
Sgl.$70;Dbl.$70; King $70

Park Plaza Inn
2125 Veterans Boulevard
(800) 504-7275 * (504) 464-6464
Sgl.$43;Dbl$45;King $45

Sleep Inn Airport
2830 Loyola Dr(I-10 Exit 221)
(504) 466-9666
Sgl.$69; Dbl.$69; King $69

Travelodge New Orleans Airport
2240 Veterans Boulevard
(866) 469-7341 * (504) 469-7341
Sgl.$59.50;Dbl$59.50;King$59.50

Wingate Inn – Airport
1501 Veterans Blvd
(800) 228-1000 * (504) 305-1501
Sgl.$70; Dbl.$70; King $70

KINDER

Comfort Inn
13894 Hwy 165
(337) 738-3240
Sgl.$50; Dbl$56; King $60

LAFAYETTE

Best Western - Hotel Acadiana
1801 W. Pinhook Road
(800) 826-8386
Sgl.$60; Dbl.$60: King $60

Comfort Inn - Lafayette
1421 S.E. Evangeline Thruway
(800) 800-8752 * (337) 232-9000
Sgl.$60; Dbl.$65; Queen $60

Comfort Suites – Lafayette
2300 N.E. Evangeline Thruway
(337) 291-6008
Sgl.$60; Dbl.$60; King $60

Days Inn
1620 N. University Avenue
(337) 237-8880
Sgl.$50; Dbl.$55; King $60

Fairfield Inn
2225 NW Evangeline Thruway
(800) 228-2800 * (337) 235-9898
Sgl.$57; Dbl.$57; King $57

Hilton Lafayette
1521 West Pinhook Road
(337) 235-6111
Sgl.$60; Dbl.$60; King$70

La Quinta Inn
2100 N.E. Evangeline Thruway
(800) 531-5900 * (337) 233-5610
Sgl.$55; Dbl.$55

Quality Inn Lafayette
2216 N.E. Evangeline Thruway
(337) 234-0383
Sgl.$50; Dbl.$50; King $50

Ramada Executive Plaza
120 E. Kaliste Saloom Road
(800) 272-6232 * (337) 235-0858
Sgl.$52;Dbl$57;King $57

LAKE CHARLES

Best Western Richmond Suites
2600 Moeling Street
(800) 643-2582 * (337) 433-5213
Sgl.$70; Dbl.$70; King $70

Comfort Inn
921 N. Martin Luther King Hwy
(800) 228-5150 * (337) 491-1000
Sgl.$62; Dbl.$65; King $62

Inn On the Bayou
1101 W. Prier Lake Road
(800) 642-2968 * (337) 474-5151
Sgl.$55; Dbl.$59; King $59

Lakeview Motel
1000 N. Lakeshore Dr.
(337) 436-3336
Sgl$50;Dbl$65;King$60

LULING

Comfort Inn
12177 Highway 90
(985) 785-1125
Sgl.$55; Dbl.$55; King $55

METAIRIE

Courtyard – Metairie
#2 Galleria Blvd.
(888) 364-1200 * (504) 838-3800
Dbl.$70; King $70

Holiday Inn – Metairie
3400 I-10 Service Road
(504) 833-8201
Sgl.$69:Dbl.$69; King $69

La Quinta Inn
5900 Veterans Blvd.
(800) 531-5900 * (504) 456-0003
Sgl.$64; Dbl $64
La Quinta Inn - Causeway
3100 I-10 Service Road
(800) 531-5900 * (504) 835-8511
Sgl.$64; Dbl.$64
Orleans Courtyard Inn
3800 Hessmer Avenue
(504) 455-6110
Sgl.$39;Dbl.$49; King $49
Quality Hotel & Conf. Center
2261 N. Causeway Blvd.
(504) 833-8211
Sgl.$ 70; Dbl.$70; King $70
Residence Inn
#3 Galleria Blvd.
(888) 364-1200 * (504) 832-0888
Sgl.$70; King $70

MONROE

Atrium Hotel
2001 Louisville Avenue
(318) 325-0641
Sgl.$55; Dbl.$55; King $55
Days Inn - Monroe
5650 Frontage Road
(800) 329-7466 * (318) 345-2220
Sgl. $39; Dbl.$53; King $45
La Quinta Inn
1035 US 165 Bypass South
(800) 531-5900 * (318) 322-3900
Sgl.$49; Dbl.$49
Ramada LTD
1601 Martin Luther King Dr.
(318) 323-1600
Sgl.$50; Dbl.$55; King $55

MORGAN CITY

Holiday Inn
520 Roderick Street
(985) 385-2200
Sgl.$55;Dbl.$65;King $65

NATCHITOCHES

Comfort Inn
5362 Hwy 6 West
(318) 352-7500
Sgl.$55;Dbl.$55; King $55
Super 8 Motel
5821 Hwy 1 Bypass
(800) 800-8000 * (318) 352-1700
Sgl.$54.88;Dbl$54.88;King $54.88

NEW ORLEANS

Best Western Landmark Hotel
920 North Rampart Street
(866) 441-4929 * (504) 524-3333
Sgl.$88; Dbl.$88
Chateau Dupre
131 Rue Decatur
(888) 211-3447 * (504) 569-0600
Sgl.$89; Dbl.$89; King $89
Clarion Grand Boutique Hotel
2001 St. Charles Ave.
(800) 976-1755 * (504) 558-9966
Sgl.$88; Dbl.$88
Comfort Suites Downtown
346 Baronne Street
(800) 524-1140 * (504) 524-1140
Sgl.$90; Dbl.$90; King $90
Courtyard Convention Center
300 Julia Street
(888) 364-1200 * (504) 598-9898
Sgl.$90; Dbl.$90
Courtyard Downtown
124 St. Charles Avenue
(888) 364-1200 * (504) 581- 9005
Sgl.$90; Dbl.$90
Grenoble House
323 Dauphine Street
(800) 722-1834 * (504) 522-1331
Sgl.$90; Dbl.$90; King $90
Hampton Inn & Suites /Conv.Ctr
1201 Convention Center Blvd.
(866) 311-1200 * (504) 566-9990
Sgl.$90; Dbl.$90; King $90
Historic French Market Inn
501 Rue Decatur
(888) 211-3447 * (504) 561-5621
Sgl.$89; Dbl.$89; King $89
Holiday Inn Downtown
330 Loyola Avenue
(504) 535-7830 * (504) 581-1600
Sgl.$90; Dbl.$105
Hyatt Regency - New Orleans
500 Poydras Plaza
(504) 561-1234
Sgl.$89; Dbl.$89;King $89
J.W. Marriott Hotel
614 Canal Street
(888)364-1200 * (504) 525-6500
Sgl.$90; Dbl.$90
Lafayette Hotel
600 St. Charles Avenue
(888) 211-3447 * (504) 524-4441
Sgl.$89; Dbl.$89; King $89
La Quinta Inn & Suites
301 Camp Street
(800) 531-5900 * (504) 598-9977
Sgl.$85; Dbl.$85;
La Quinta Inn - Bullard
12001 I-10 Service Road
(800) 531-5900 * (504) 246-3003
Sgl.$60;Dbl.$60
La Quinta Inn - Crowder
8400 I-10 Service Road
(800) 531-5900 * (504) 246-5800
Sgl.$60;Dbl.$60
LeCirque Hotel
#2 Lee Circle
(888) 211-3447 * (504) 962-0900
Sgl.$89; Dbl.$89; King $89
Le Richelieu - French Quarter
1234 Chartres Street
(800) 535-9653 * (504) 529-2492
Sgl.$79;Dbl.$89; King $89
Maison St.Charles Hotel & Suites
1319 St. Charles Avenue
(800) 831-1783 * (504) 522-0187
Sgl.$90; Dbl.$90; King $90
Marriott Hotel New Orleans
555 Canal Street
(888)364-1200 * (504) 581-1000
Sgl.$90; Dbl.$90
Omni Royal Orleans Hotel
621 Saint Louis Street
(800) 843-6664 * (504) 529-5333
Sgl.$90; Dbl.$90
Parc St. Charles
520 St. Charles Avenue
(888) 211-3447 * (504) 522-9000
Sgl.$89; Dbl.$89; King $89
Pelham Hotel
444 Common Street
(888) 211-3447 * (504) 522-4444
Sgl.$89; Dbl.$89; King $89
Prytania Park Hotel
1525 Prytania Street
(888) 727-2619 * (504) 524-0427
Sgl.$70; Dbl.$80; King $90
Radisson - New Orleans
1500 Canal Boulevard
(504) 522-4500
Sgl.$90; Dbl.$90; King $90
Ramada Inn & Suite Downtown
1315 Gravier Street
(800) 535-9141 * (504) 586-0100
Sgl.$90; Dbl.$90; King $90
Renaissance Pere Marquette
817 Common Street
(888) 364-1200 * (504) 524-1111
Sgl.$90; Dbl.$90
Renaissance Arts Hotel
700 Tchoupitoulas Street
(888) 364-1200 * (504) 613-2330
Sgl.$90; Dbl.$90
Residence Inn - Downtown
345 St. Joseph Street
(888) 346-1200 * (504) 522-1300
Sgl.$90; Dbl.$90
SpringHill Suites
301 St. Joseph Street
(888) 364-1200 * (504) 522-3100
Dbl.$90; King $90
St. James Hotel
330 Magazine Street
(888) 211-3447 * (504) 304-4000
Sgl.$89; Dbl.$89; King $89

PORT ALLEN

Days Inn
215 Lobdell Highway
(225) 387-0671
Sgl.$45; Dbl.$45; King$45
Days Inn & Suites
3051 Hwy 1 South
(800) 329-7466 * (225) 749-3200
Sgl.$55; Dbl.$55; King $55
Holiday Inn Express West
131 Lobdell Hwy, Exit 151
(225) 343-4821
Sgl.$55; Dbl.$55; King $55

RUSTON

Best Western Kings Inn
1105 N. Trenton, I-20 Hwy 167
(318) 251-0000
Sgl.$55; Dbl.$65; King $65/$70

Comfort Inn
1951 N. Service Road East
(800) 228-5150 * (318) 242-0070
Sgl.$55; Dbl.$55; King $55
Days Inn
1801 N. Service Road East
(318) 251-2360
Sgl.$55; Dbl.$65; King $55/$65
Ramada Inn
401 N. Service Road
(318) 255-5901
Sgl.$55; Dbl.$55; King $55

SHREVEPORT

Best Western Richmond Suites
5101 Monkhouse Drive
(800) 447-2582 * (318) 635-6431
Sgl.$65; Dbl.$65; King $65
Comfort Inn
9420 Healthplex Drive
(318) 688-2812
Sgl.$65
Days Inn - Shreveport
4935 W. Monkhouse Drive
(318) 636-0080
Sgl.$55; Dbl.$55; King $55
Holiday Inn Downtown
102 Lake Street
(318) 222-7717
Sgl.$60; Dbl.$60; King $60
Holiday Inn Express
5101 Westwood Park Drive
(800) HOLIDAY * (318) 631-2000
Sgl.$65; Dbl.$65; King $65
Holiday Inn Express
5101 Westwood Park Drive
(800) HOLIDAY * (318) 631-2000
Sgl.$65; Dbl.$65; King $65
Hyatt Regency - New Orleans
500 Poydras Plaza
(504) 561-1234
Sgl. $89; Dbl.$89; King $89
La Quinta Inn & Suites
6700 Financial Circle
(800) 531-5900 * (318) 671-1100
Sgl.$60; Dbl.$60
Sheraton Shreveport Hotel
1419 East 70th Street
(800) 325-3535 * (318) 797-9900
Sgl.$65;Dbl.$65; King $65
Super 8 Motel
5204 Monkhouse Drive
(318) 635-8888
Sgl.$45; Dbl.$55

SLIDELL

La Quinta Inn
794 East I-10 Service Road
(800) 531-5900 * (985) 643-9770
Sgl.$55; Dbl.$55

SULPHUR

Comfort Suites
320 Cities Service Hwy.
(800) 4CHOICE * (337) 626-7000
Sgl.$70; Dbl.$70; King $70
Hampton Inn
210 Henning Drive
(337) 527-0000
Sgl.$62; Dbl.$68; King $62
Fairfield Inn-Lake Charles
2615 Ruth Street
(800) 228-2800 * (337) 528-2629
Sgl.$59; Dbl.$59; King $59
La Quinta Inn
2600 South Ruth
(800) 531-5900 * (337) 527-8303
Sgl.$51; Dbl.$51
Microtel Inn
2619 South Ruth Street
(337) 527-1000
Sgl.$54; Dbl.$59
Wingate Inn
300 Texaco Road
(337) 527-5151
Sgl.$62; Dbl.$62;King $62

THIBODAUX

Howard Johnson Hotel
201 N. Canal Blvd.
(800) 952-2968 * (985) 447 - 9071
Sgl.$54; Dbl.$59
Ramada Inn
400 East First Street
(985) 446-0561
Sgl.$55; Dbl.$65; King $55

WEST MONROE

Quality Inn & Suites
503 Constitution Drive
(318) 387-2711
Sgl.$55; Dbl.$55; King $55

WINNFIELD

Economy Inn
1903 Maple Street
(318) 628-4691
Sgl.$37; Dbl.$46; King $44

Use These Tips at Hotels

Here are some tips to use when working with hotels before and during your travel:

When making reservations at a hotel please ask for a **State Government Rate.** Make sure you know the cancellation policy. If you do not cancel a reservation you may be charged the first night's stay.

✳ Ask for the best rate available. In some cases a local promotion may be less than your booked rate. Often a hotel will release a block of rooms being held for a meeting or convention at the last minute, and lower rate will be available.

✳ Be sure you know what your booked rate includes (breakfast, free local phone calls, etc.) to make sure you are getting the best rate.

✳ Guaranteed reservations with a credit card means that the hotel will hold the room until you arrive, no matter what time. It also means that if you don't cancel according to the hotel's policy, you'll be charged for one night's stay.

✳ The minimum time allowed for cancellation is shown on your itinerary; the time marked is the time at the hotel's city-----not yours. For your convenience, the hotel's address and phone number are provided on your itinerary if the hotel is booked through the travel agency.

✳ Confirmation numbers are proof of reservation. Provide this number to the front desk clerk and demand to be accommodated if there is any problem with your reservation.

✳ **Please review and initial your room rate prior to your check in.**

American Express® Corporate Card Application for State of Louisiana

THE AMERICAN EXPRESS CORPORATE CARD PROGRAM

APPLICATION INFORMATION - PLEASE COMPLETE ALL ITEMS BELOW FOR TIMELY PROCESSING

Name as you would like it to appear on the Corporate Card *(20 characters only, including spaces)*

Billing Address *(20 characters only, including spaces)* ☐ Home ☐ Office

City *(17 characters only, including spaces)* State Zip Code

Home Address *(If different than billing address)*

City *(17 characters only, including spaces)* State Zip Code

Social Security Number

Business Phone Number Home Phone Number

Employee: Please complete and send to Program Administrator

Employee ID Number *(10 characters only)* Cost Center Number *(10 characters only)*

X

Employee's Signature Please read the Agreement before signing. Date

By signing above I indicate my acceptance of the terms and conditions of the Agreement.

PROGRAM ADMINISTRATOR

3 7 8 2 - 7

Basic Control Number *(please fill out or application processing will be delayed)*

Company Name *(20 characters only, including spaces)*

Complete form and send to:

X

Authorizing Signature* Please read the Agreement before signing. Date

PRINT Authorizer's Name Title Phone Number

State Travel Office
P.O. Box 94095
Baton Rouge, La 70804

or

Fax to: 225-342-5019

* All applications require a signature (name & title) of an authorized Company Representative or Program Administrator to issue a Corporate Card.

OUR AGREEMENT: The Applicant and the undersigned Company, through its authorizing officer, (a) request that a Card be issued on the Company's account to the Applicant, and (b) authorize the receipt and exchange of credit information on both the Applicant and the Company, and (c) agree to be bound by the terms and conditions of the Agreement(s) received with each Card ("Agreement").

The individual Applicant (a) authorizes American Express to notify the Company if American Express decides to decline this application, (b) agrees to use the Card issued in connection with a business account opened in the Company's name, and (c) agrees to be liable for payment of all charges to the Card in accordance with the terms of the Agreement.

All applications require countersignature of an authorizing officer of the Company to authorize issuance of the Card even if the same individual signs twice. TITLE MUST BE INDICATED.

Payment for charges on your Card account is due in full upon receipt of your monthly statement. If an amount is past due for two billing cycles a delinquency assessment of $10 or 2.5% of the seriously delinquent amount, whichever is greater, will be added except as provided below. If an amount is past due for three billing cycles a delinquency assessment of $10 or 2.5% of all past due amounts, whichever is greater, will be added except as provided below. (The amounts indicated below will be assessed in the states indicated in lieu of the amounts set forth above: Michigan, Texas 1.5%; Mississippi, greater of $5 or 2.5% ($50 maximum); North Dakota 1.75%; Virginia 2.5%; Massachusetts 1.5% of seriously delinquent amounts only.) Court costs plus attorney's fees of up to 15% of the then unpaid balance of the Card account may be added to your account if we must refer it to an attorney for collection. Applicant hereby represents that the Corporate Card will be used for business or commercial purposes.

Corporate Services

© 1996 American Express Travel Related Services Company, Inc. 90000

Corporate Services

Corporate Accounts Maintenance

PART 1: Fill in ALL Information

Cardmember Account Number:

Name Of Cardmember:

Name Of Company:

Billing Address:

PART II: Complete appropriate sections, Sign, Date and distrubute to the locations designed on each copy.

NAME / ADDRESS CHANGE

Name of Cardmember:

Name of Company:

Billing Address:

*NOTE: For name change only, please attach proper authorization

ACCOUNT TRANSFER

FROM:	TO:
Account Number:	Account Number:

CARD REPLACEMENT

Lost	Stolen	Not Received	Embossing Error	Mutilated	Other	

CANCELLATION

Reason:

Please return card to American Express.

REISTATEMENT

Reason:

Comments:

Prepared By:

Date:

American Express
Attn: Client Services
20022 North 31st Avenue
Building #2, 3 rd Floor
Phoenix, Arizona 85027

Request For Corporate Card Reinstatement

AMERICAN EXPRESS® CORPORATE SERVICES

Completed application must be faxed (without a cover sheet) to (602) 744-8894

NOTE:
Requests for Reinstatement of Corporate Express Cash and/or Corporate Travelers Cheques are to be made by reapplying for Corporate Express Cash and/or Corporate Travelers Cheques separately.

All information must be provided before processing can proceed. Application will not be processed if the account has been sent to an Outside Collection Agency or if the account has aged 180 days past due.

Spending restrictions may be imposed if the account is reinstated.

All requests will be subject to external credit checks. Both Applicant and Program Administrator will be notified by mail of the decision.

Applicant Information

Name _____ Date Submitted _____

Cancelled Account # _____ Social Security Number _____

Home Address _____

Billing Address _____

Home Telephone _____ Business Telephone _____

X _____
Applicant's Signature (required)
By signing above I indicate my acceptance of the terms and conditions of the Agreement below

Company Information

Company Name _____ CID _____ BCA# _____

Program Administrator's Name _____ Program Administrator's Telephone _____

Program Administrator's Mailing Address _____

X _____
Program Administrator's Signature (required)
By signing above I indicate my acceptance of the terms and conditions of the Agreement below.

Agreement: Company and the Applicant (a) request that a Corporate Card be issued to the Applicant on the Company's account, (b) authorize the receipt and exchange of credit information on the Company and the Applicant, (c) agree to be bound by the Agreement sent with the Card and by the Agreements covering Corporate Card related programs in which the Applicant is enrolled, and (d) agree that the Corporate Card will be used for business or commercial purposes only. The Applicant (a) authorizes American Express to notify the Company if this application is declined or if spending restrictions are applied to the Corporate Card, and (b) agrees to be liable for payment to American Express of all amounts charged to the Corporate Card.

Do Not Complete - Internal Use Only

Reinstatement Decision: Fully Functional / FSF / Decline

Limit (if any): Overall $ _____ **Retail $** _____ **Early Suspension Code Y / N**

Internal History **Applicant Credit Bureau Score**

Decline Reasons *(if any)*

Decision By: **Title/Area**

Corporate Services

American Express Travel Related Services Company, Inc. (Rev. 10/00) Printed in USA

American Express 800 Numbers

American Express Cardmember Customer Service

In the U.S., toll-free (24-Hour Telephone Service Centers)
Corporate Card.....800-528-2122
Checking Status of Application.....888-800-7325

Emergency Services

Global Assist Hotline.....800-554-AMEX (800-554-2639)
(from Washington, D.C., or from overseas, call collect - 202-554-2639)

Louisiana
STATE TRAVEL OFFICE
P.O. Box 94095
Baton Rouge, Louisiana 70804-9095
(225) 342-8053 • Fax (225) 342-5019
www.state.la.us/osp/travel/traveloffice.htm