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## CAMPUS CORRESPONDENCE

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Date: December 17, 2009

To: President John Lombardi  
Chancellor Michael Martin  
Deans, Directors and Department Heads

From: Donna K. Torres, CPA  
Associate Vice Chancellor for  
Accounting and Financial Services

Subject: Travel Policy Changes Effective January 1, 2010

The State of Louisiana has entered into a State Motor Pool Rental Contract for Business Travel with Enterprise Rent-A-Car. In accordance with this contract, the University Travel Regulations, PM-13, has been revised to reflect changes to the travel policy effective January 1, 2010. A summary of changes is as follows:

- Mileage allowance for personally-owned vehicles has been reduced to 48 cents per mile.
- Enterprise Rent-A-Car remains the state contract vendor and should be used when applicable for in-state university business travel. Please refer to the Accounts Payable & Travel website for updated state contract rates.
- There is no state contract for vehicle rentals outside of Louisiana. The discounted rental vendors listed on the Accounts Payable & Travel website must be selected or a lower rate should be sought.
- For in-state travel, vehicle rentals or university vehicles, when available, should be used by any employee and/or authorized traveler who plans to travel 100 miles or more in a single trip and is eligible to receive the mileage allowance. For in-state travel less than 100 miles, employees could use a university vehicle when available, rent a vehicle if determined to be in the best interest of the university, or use their personal vehicle and receive a mileage reimbursement not to exceed a maximum of 99 miles at 48 cents per mile.
- Employees using their personal vehicle for university business should ensure they are adequately covered under their personal insurance policy. State law requires that the employee's insurance carrier be the primary insurer. The Office of Risk Management covers collision damage up to \$1,000.
- In order to prevent unnecessary costs, employees should not make vehicle rental reservations at airport locations.
- Employees may reserve an Enterprise rental vehicle in several ways using the Corporate ID Number NA1043 and Company Name/PIN Number – STA:
  - Call a local Enterprise rental branch directly (during business hours)
  - Call 1-800-Rent-A-Car (24 hours/day)
  - Access the LSU Accounts Payable & Travel website under the Travel section

Note: Reservations are to be made 24 hours in advance for guaranteed vehicle class/size

FINANCE & ADMINISTRATIVE SERVICES

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[www.fas.lsu.edu/AcctServices/](http://www.fas.lsu.edu/AcctServices/)

- Payments for vehicle rentals can be made using the LaCarte card, an employee's corporate travel card or other personal credit card.
- Gasoline for the university vehicles should be purchased via a university FuelTrac card. Gasoline for vehicle rentals may be purchased using the LaCarte card.

The revised PM-13 incorporating the summarized changes will be available on the LSU System website soon. A summary of the State Motor Pool Rental Contract for Business Travel is attached to this memo for your information.

If there are any questions or concerns regarding any of the changes, please call me, Patrice Gremillion or a member of the Travel staff.

**Travel Staff Contact Information**

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**Attachment**

xc: Provost Astrid Merget  
Eric Monday  
Vice Chancellors

Base Rental Charges

Vehicle Class	State Motor Pool Rental Contract Daily Rate*	State Motor Pool Rental Contract Weekly Rate*	State Motor Pool Rental Contract Monthly Rate*
Compact	32	176	640
Mid-size/Intermediate	34	187	680
Standard Size	36	198	720
Full size	38	209	760
Premium	46	253	920
Mini-van	54	297	1080
Medium SUV	55	303	1100
Large SUV	90	495	1800
Large Truck	51	281	1020
Cargo Van/Truck	51	281	1020
15 Passenger Van	90	495	1800
Hybrid Standard	48	264	960

\* Includes CDW/Damage Waiver and Liability Coverage Insurance

- Weekly rates will be calculated at five and a half (5.5) times the daily rate
- Monthly rates will be calculated at twenty (20) times the daily rate
- ½ day rates of 4 hours or less are available at 75% of the daily charge. No hourly or ½ day charges shall ever exceed the daily rate listed above.
- Base Rental Charges apply to Enterprise locations in Louisiana

Rental Location Surcharges

In addition to the applicable Base Rental Charges set forth above, Rental Location Surcharges are assessed as follows:

Airport	Consolidated Facility Charge	Airport Access Fee
New Orleans	\$6.20/day	11.11%
Baton Rouge	\$3.75/day	11.11%
Lafayette	N/A	11.11%
Lake Charles	\$3.00/day	11.11%
Shreveport	N/A	12%

Enterprise will provide the following:

- Pick-up, free of charge, from a business or home with advanced notice
- Free upgrade if allowed/needed size vehicle is unavailable
- No charges for additional drivers
- 24/7 Roadside Services
- Rates include unlimited mileage for all rentals based out of Louisiana
- In the event that the State traveler has need for the vehicle before Enterprise's normal hours of operation, Enterprise will start rental charges at 7:30 am the morning in which the rental is needed with pickup before the close of business the night prior.
- Overtime grace period of 59 minutes
- Rate ¼ daily rate – up to daily rate for each hour over rental time in contract
- No drop off charges for rentals in Louisiana that commence in Louisiana
- Allowance of age 18 or older to drive rental vehicles, with valid driver's license, and age 25 or older to drive a 12 and 15 passenger van when meeting Enterprises other normal renter qualifications. 18-20 year old renters will be limited to Intermediate size vehicles and below and be assessed a \$5/day surcharge.