

State of Louisiana Mileage Reimbursement Summary

State Motor Pool Rental Contract for Business Travel

Scope:

The new policy applies to all State of Louisiana employees and/or authorized travelers traveling on official state business. Effective December 21, 2009, mileage allowance for personally owned vehicles will change to 48 cents per mile. The Enterprise Rent-A-Car State Motor Pool Rental Contract must be utilized unless specific exemption of this program is granted by the Commissioner of Administration. Requests for approval must be accompanied by a detailed explanation as to why the contract is not feasible. A Department Head or his designee may give an approval to bypass the use of this contract, on a case-by-case basis, with complete justification included in the file as to why the contract could not be utilized for the occurrence in which it was not practical.

Purpose:

Outline changes of PPM49, Section 1504.C, which covers the policy on driving for official state business purposes.

General Changes:

- Mileage Allowance for Personally Owned Vehicles will change to 48 cents per mile
- For Official State Business Travel One of the Following Options is to be Utilized:
 - Employee may utilize a state vehicle, when available
 - Employee may rent a vehicle from the Enterprise Rent-A-Car's State Motor Pool Rental Contract; or
 - If an employee elects to use their personal vehicle, reimbursement may not exceed a maximum of 99 miles at 48 cents per mile.

Process:

Effective December 21, 2009 Enterprise Rent-A-Car will provide rental vehicles to State employees and/or authorized travelers in Louisiana for business travel in accordance with the State Travel Policy. State owned vehicles, where available, or rentals should be used by any employee who is eligible to receive mileage allowance that plans to travel more than 100 miles in a trip. For trips less than 100 miles, eligible employees could continue to use states vehicles, if they are available, use their personal vehicle, and have their mileage reimbursed not to exceed a maximum of 99 miles at 48 cents per mile, or rent a vehicle if in the best interest of the State. See PPM49 Section 1504.C.2.b

Any employee using their personal vehicle for official state business should ensure that they are adequately covered under their own personal insurance policy. In this case, state law requires that the employees insurance be the primary insurance. ORM would cover only collision damage up to \$1,000. See <http://doa.louisiana.gov/orm/not982.htm> for additional information.

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

The State’s preference is to use the Fuel Card Contract to purchase gasoline for rental vehicles. Agencies should contact Michelle Massicot, Fueltrac relationship manger, regarding how to get setup with fuel cards for rental vehicles. Michelle can be reached at 225-906-4000 ext 116, 800-906-4550 ext 116 or mmassicot@fueltrac.com

Vehicle rental size remains the same as outlined in PPM49; however, special approval is required for rental of any vehicle above full size category. Section 1504.C.3.e

Department Head or designee approval, for rental vehicles, is still required, however, if your agency chooses, approval may be handled on an annual basis if your duties require frequent rentals.

Personal use of a rental vehicle during a rental for official state business is not allowed. Any rental vehicle not covered in the State Motor Pool Rental Contract should be bid in accordance with proper purchasing rules and regulations.

CDW/Damage Waiver Insurance along with \$1 Million Liability Protection Coverage is included in the In-State Motor Pool Rental Contract price. **NO OTHER INSURANCE WILL BE REIMBURSED WHEN RENTING, EXCEPT FOR OUTSIDE OF THE 50 UNITED STATES, SEE SECTION 1504.C.3.i.** There should be no other charges added to the base price, unless you reserve your vehicle at an airport location (which is NOT recommended).

Reservations:

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

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

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

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BASE RENTAL PRICES

VEHICLE CLASS	STATE MOTOR POOL RENTAL CONTRACT DAILY RATES (Incl. CDW/Damage Waiver And Liability Coverage Insurance)
Compact	\$32
Mid-Size/Intermediate	\$34
Standard Size	\$36
Full Size	\$38
Premium	\$46
Mini-Van	\$54
Medium SUV	\$55
Large SUV	\$90
Large Truck	\$51
Cargo Van/Truck	\$51
15 Passenger Vans	\$90
Hybrid Standard	\$48

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. Half day rates of 4 hours or less are available at 75% of the daily charge. No hourly/half day charges shall ever exceed the daily rate listed above.

Base Rental Charges apply to Enterprise locations in the following geographic area: Louisiana

Rental Location Surcharges: In addition to the applicable Base Rental Charges set forth above, rental location surcharges are assessed as follows: New Orleans Airport - Consolidated Facility Charge of \$6.20/day, Airport Access Fee of 11.11%; Baton Rouge Airport - Consolidated Facility Charge of \$3.75/day, Airport Access Fee of 11.11%; Lafayette Airport - Airport Access Fee of 11.11%; Lake Charles Airport - Consolidated Facility Charge of \$3.00/day, Airport Access Fee of 11.11%; Shreveport Airport - Airport Access Fee of 12%.

Enterprise will provide the following:

- Pickup, 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 A.M. 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 $\frac{1}{4}$ 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 \$5.00/day surcharge.