



## FIELD TRAVEL PROCEDURES

The following is excerpted from the [Delgado Travel Procedures](#).

Field travel is defined as required routine and regular trips while *in state*.

Employees approved for field travel may either elect to (1) use their personal vehicles, with reimbursement not to exceed a maximum of 99 miles per round trip and/or day at 54 cents per mile; OR (2) rent a vehicle from the Enterprise Rent-A-Car's State Motor Pool Rental Contract.

### ***To authorize use of personal vehicle for field travel:***

- (1) In accordance with [Louisiana Office of State Travel Regulations](#), generally field travel under a 30 mile radius of an employee's regular work domicile (regular campus/site) is NOT reimbursable; however, employees who are approved for regular, routine field travel may be authorized for reimbursement under the 30 mile radius requirement upon annual submission of a [Certification for Employee Routine Field Travel Form \(Form 1380/003\)](#) to the Accounts Payable Office.
- (2) At the beginning of each fiscal year, the employee estimates how much he/she will be reimbursed for the whole year and turns in an approved [Professional Leave and Travel Form \(Form 1380/001\)](#) for that amount, and a [Certification for Employee Routine Field Travel Form \(Form 1380/003\)](#) if routine travel is under 30 mile radius of employee's regular work domicile.

### ***To be reimbursed for use of personal vehicle for field travel:***

- (1) Each month submit a [Travel Expense Account Form \(Form 1380/002\)](#), with attached [Field Travel Expense Form A \(Form 1380/002A\)](#), detailing each trip and requesting reimbursement. Mileage is reimbursed at [a rate set by the Office of State Travel](#). The current state reimbursement rate is 54 cents per mile with a maximum of 99 miles per round trip and/or day.
- (2) For each location visited, use [Delgado Standard Mileage Chart](#) **OR** submit MapQuest results showing starting/ending points and total miles travelled.
- (3) The deadline to submit the Travel Expense Account Form and attachments is two weeks after the end of each month.
- (4) At the discretion of the Chancellor or his/her designee, mileage to and from airport(s) may be allowed while on official state business. Mileage reimbursements may only be considered during non-working hours or weekends.

***To use the state rental vehicle contract:***

- (1) To request approval for use of a state rental vehicle, complete all required paperwork for field travel and/or conference travel, as applicable. Include estimated rental expenses on the [Professional Leave and Travel Form \(Form 1380/001\)](#).
- (2) Request the Accounts Payable Office to reserve the rental through the College's CBA (Controlled Billed Account through which the College pays for the rental):
  - o At least two work days prior to travel, submit a [Vehicle Rental Request Form \(Form/005\)](#) to the Accounts Payable Office via email to [rparis@dcc.edu](mailto:rparis@dcc.edu) or fax 504-361-6728.
- (3) Be advised that:
  - Any non-state employee must sign a [State of Louisiana Non-State Employees Use of State Vehicles Acknowledgement](#) form prior to riding or driving a rental vehicle on behalf of the State.
  - Personal use of a rental vehicle during a rental for official state business is not allowed.
  - If you are unable to pick up the rental vehicle the morning of your travel, Enterprise may allow you to pick up the vehicle late in the afternoon on the day prior. However, you *must* directly arrange the pick-up time with Enterprise and you *must* specify that the College is not to be charged for the pick-up day.
  - You *must* be aware of and in compliance with all of Enterprise's policies, including but not limited to the agency's policy prohibiting the transfer of the vehicle to another driver whose name is not listed with the reservation. Any potential drivers on the reservation *must* be communicated at the time of pick up.
  - The employee is responsible for any lost property associated with using a state rental vehicle, including lost keys.
  - Prior to the vehicle's return, the employee is responsible for filling its fuel tank to the level when the vehicle was picked up, and is eligible for fuel costs reimbursement. The employee is not to return the contracted vehicle to the rental company to fill up the tank as fuel is then charged at a higher rate.
  - Employees must reimburse the College for any additional charges incurred while renting the vehicle, such as higher fuel rates than allowed, satellite radio, roadside assistance, etc.

*Updated by Controller's Office effective 7/1/18*