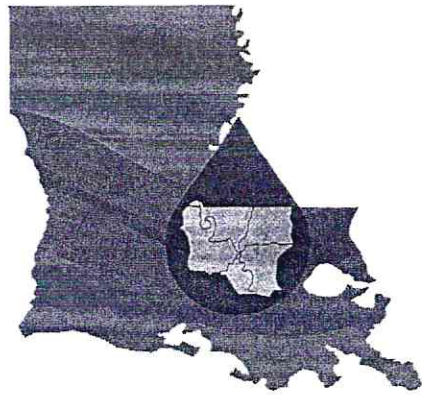


# Policies and Procedures Manual

# Capital Area Groundwater Conservation District



**CAPITAL AREA  
GROUND WATER  
CONSERVATION  
COMMISSION**

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## INTERNAL POLICIES AND PROCEDURES

March 27, 2018

# Contents

<b>Introduction</b>	3
<b>Personnel</b>	4
Hiring	4
Employee	4
Benefits Payroll	5
Salary Adjustments	5
Leave Payments	5
<b>Accounts Payable/Receivable</b>	6
Payables	6
Receivables/Deposits	6
<b>Contracts/Vendor Selection</b>	7
Contract Review & Approval	7
<b>Financials</b>	8
Review of Financials	8
Budget	8
<b>Travel Reimbursement for Board Members and Board Staff</b>	9
<b>Ordering/Office Supplies</b>	9
<b>Board Member Ethics Training and Reporting Requirements</b>	10
Annual Ethics Training	10
Tier 2.1 Personal Financial Disclosure Statement	11
<b>Credit Cards</b>	12
<b>Official Journal</b>	13
<b>Appendices</b>	14

## Introduction

The Capital Area Groundwater Conservation District (CAGWCD) was created by Act No. 678 passed by the legislature of the state of Louisiana at the regular session of 1974 and amended by the following:

- Act No. 213 passed by the legislature of the state of Louisiana at the regular session of 1976
- Act No. 738 passed by the legislature of the state of Louisiana at the regular session of 1980
- Act No. 601 and 753 passed by the legislature of the state of Louisiana at the regular session of 2012
- Act No. 795 passed by the legislature of the state of Louisiana at the regular session of 2014.

The Capital Area Groundwater Conservation District shall be a body politic and corporate and a political subdivision of the state of Louisiana and shall be composed of the parishes of Ascension, East Baton Rouge, East Feliciana, Pointe Coupee, West Baton Rouge, and West Feliciana.

The purpose of the CAGWCD is to provide for the efficient administration, conservation, orderly development and supplementation of groundwater resources by the establishment of a groundwater conservation district composed of the parishes of Ascension, East Baton Rouge, East Feliciana, Pointe Coupee, West Baton Rouge, and West Feliciana.

Louisiana Revised Statute of 1950, comprising R.S. 38:3071 through R.S. 38:3084

*This manual and revisions are published with the intent of making the major policies of the **Capital Area Groundwater Conservation District** available to each board member and employee. It will be the responsibility of each board member and employee to update their "manual" when revisions are distributed.*

## **Personnel**

### **Hiring**

The Executive Committee consisting of the Chairman, Vice-Chairman, Treasurer, Administrative Committee Chairman and Technical Committee Chairman may recommend candidates for the position of Executive Director to the full board, but the full board shall have sole authority to hire and terminate the Executive Director. The Executive Committee is responsible for the evaluation of the Executive Director.

The Executive Committee is responsible for the hiring and termination of the Assistant Executive Director. The Executive Director is responsible for the evaluation of the Assistant Executive Director.

The Commission will select an Executive Director to serve as the manager of the CAGWCD. The Executive Director is responsible for the day-to-day management of the District, answering to the Board, and operating within a budget.

### **Employee Benefits**

The CAGWCD will use guidelines established by the Department of State Civil Service to administer annual and sick leave for both classified and unclassified employees. (Appendix A)

The CAGWCD employees will be compensated for all State Paid Holidays as posted in the State Civil Service General Circulars. State Paid Holidays include but are not limited to the following days:

New Year's Day	Labor Day Election Day Veterans Day
Martin Luther King	Thanksgiving Christmas
Mardi Gras	
Good Friday	
Memorial Day	
Independence Day	

CAGWCD employees will be eligible for "unpaid" time off subject to approval.

Leave requests, whether paid or unpaid, must be submitted to the Executive Director on the Leave request form. The request is to be signed by both parties. (Appendix B)



## Payroll

The Executive Director and Assistant Executive Director are responsible for ensuring all staff time, including annual, sick, and paid holidays, is entered properly on time and attendance sheet. Once processed, the Executive Director and one member of the Executive Committee will review the Payroll Summary then authorize the Assistant Executive Director to process the checks.

Employees will be paid based on their approved salary in the budget. Time sheets will be kept and approved by the Executive Director or Assistant Executive Director whichever is appropriate. Approved leave requests will be filed as well and will be used to document any time missed.

Employees will be paid on a biweekly basis. Additionally, annual and sick leave will be accrued based on the regulations set forth by the Louisiana Office of Civil Service. (Appendix A)

## Salary Adjustments

The Executive Director will determine salary adjustments for the Assistant Executive Director then present to the full Board for approval.

The CAGWCD Administrative Committee will determine salary adjustments for the Executive Director then present to the full Board for approval.

## Leave Payment

Upon employee termination, annual leave payments must adhere to all state employee requirements (per the Office of Civil Service). Under no circumstances will any employee receive payment for sick leave accrued. At the time of retirement, an employee may receive additional benefits for unused, accumulated annual and sick leave (per the Louisiana State Employees Retirement System LA R.S. 11:4211).

## **Accounts Payable/Receivable**

### **Payable**

All expenses must be approved by the Executive Director prior to the rendering of payment. Payroll, credit card payments and travel must be approved by the Executive Director and one member of the Executive Committee. A member of the Executive Committee is responsible for monitoring and approving expenses for all contractors.

Recurring operating expenses such as rent, phone, internet, or any fixed expense do not need approval unless the bill exceeds the normal range.

The Assistant Executive Director will remit payment to all vendors in a timely fashion and will keep accurate documentation for all checks written, Automated Clearing House payments and wire transfers. Travel expenses will be paid in accordance with Policy and Procedure Memorandum (PPM 49) and as outlined in the State Travel Guide. (Appendix C)

The CPA will review each remittance on a monthly basis when performing the reconciliation. The review will include ensuring appropriate documentation of each payment was provided. The Executive Director will review, then approve with signature or signature stamp the monthly expenses and reconciliations on a monthly basis.

### **Receivables/Deposits**

Current deposits are made by the Assistant Executive Director. A voucher will be written for each check/cash received with a copy of the check or check stub and retained in the financial records. Copies of deposit slips will be kept for documentation. Deposits will be made on a weekly basis.

## **Contracts/Vendor Selection**

Before a new vendor can be added, the District staff will need the approval of one member of the Executive Committee.

The Executive Committee and legal counsel are responsible for ensuring all state requirements, as provided for by the Louisiana Office of Contractual Review, are followed and documented appropriately. Should the Board need a contractor, aside from legal, accounting, or other professional services, for more than \$50,000/annually, the District's legal counsel is responsible for working with the Office of Contractual Review to complete the RFP process.

## **Contract Review and Approval**

Each year, the Executive Director will review all recurring contracts prior to being signed. All new contracts must be presented to the Executive Committee for approval. All contracts must be signed by the Executive Director and Chairman.



## **Financials**

### Review of financials

The Board's CPA will reconcile the District's accounts on a monthly basis.

The Administrative Committee Chairman reviews and presents the financial report(s) to the Board at each board meeting.

The Assistant Executive Director will routinely compare the monthly bank reconciliation to payments and relevant supporting documentation.

### Annual Financial Reports

Legislative Audits - The Assistant Executive Director assists the Board in completing the "Louisiana Attestation Questionnaire" subject to final approval by the Board. (Appendix C) The Assistant Executive Director, under the supervision of the Executive Director, will work directly with the CPA assigned to perform the Audit and will provide documentation as requested.

### Budget

The Assistant Executive Director, Executive Director and CAGWCC Treasurer prepare the annual proposed budget for the fiscal year and present it to the Administrative Committee for review at the March board meeting. The budget is approved at the June board meeting by the full board.

## **Travel Reimbursement for Board Members and Board Staff**

Travel reimbursement forms must be filled out and presented to one member of the Executive Committee for his signature of approval. (Appendix E) Reimbursements of all Board members and staff expenses are subject to approval by one member of the Executive Committee. Reimbursement guidelines are based on the state travel recommendations (PPM 49).

Receipts for lodging, transportation, parking, rental cars and gasoline must be submitted for reimbursement. A travel reimbursement form must be filled out and submitted within 30 days of travel.

The CAGWCD follows the PPM 49 for travel and reimbursement.

## **Ordering/Office Supplies**

The Assistant Executive Director and Executive Director have the authority to purchase routine office supplies as needed as long as it is within the budgeted amount.

## **Ethics Training and Reporting Requirements**

### **Annual Ethics Training**

Each public servant shall receive a minimum of one hour of education and training on the Code of Ethics during each year of his public employment or term of office. Each political subdivision shall designate at least one person who shall provide information, notices, and updates to employees and officials of the political subdivision and assist the board in any way necessary to fulfill the education requirements. (R.S. 42:1170)

The CAGWCD Assistant Executive Director will serve as the Ethics Agent for the CAGWCD and will complete all necessary training as required to fulfill this responsibility.

The Assistant Executive Director, as Ethics Agent, will notice and follow up with all board members regarding the necessary Annual Ethics Training. The Assistant Executive Director will maintain a record of who has completed the training.

All Board Members and staff are to refrain from any and all activity that may be perceived as a violation of the Louisiana State Ethics Guidelines. Any potential violations are to be reported to the CAGWCD legal counsel where it will be investigated. If indeed, a violation is substantiated, a complaint will be submitted as required to the address below:

LOUISIANA ETHICS ADMINISTRATION PROGRAM  
P.O. Box 4368  
Baton Rouge, Louisiana 70821

Annual Ethics Training is to be completed annually, by December 31<sup>st</sup>.

## Tier 2.1 Personal Financial Disclosure Statement

You are required to file a Tier 2.1 Personal Financial Disclosure Statement if you are a member (or designee) of a board or commission that has the authority to expend, disburse, or invest \$10,000 or more of funds in a fiscal year, and members of the State Civil Service Commission and the Louisiana Stadium and Exposition District Board of Commissioners. (See R.S. 42:1124)

The CAGWCD Assistant Executive Director will notice all board members regarding the necessary filing of Tier 2.1 Personal Financial Disclosure Statement on an annual basis. Reporting deadline is May 15<sup>th</sup>.

## **Credit Cards**

Credit card accounts require approval of one member of the Executive Committee and are only for the official business of the District.

Employees are responsible for obtaining receipts/documentation as proof of purchase for documenting the business purpose on the receipts. The Executive Director and one member of the Executive Committee are responsible for reviewing the receipts and documentation. Any purchase/charge without appropriate supporting documentation requires a detailed explanation and description and the written approval of one member of the Executive Committee.

The Assistant Executive Director is to attach the receipts and documentation to the monthly statement and submit to the Executive Director and one member of the Executive Committee for review and approval of payment.



## **Official Journal**

The official journal of Capital Area Ground Water Conservation Commission is The Advocate.

# **Appendices**

## **Appendix A**

Louisiana State Civil Service Paid Leave Accrual Guidelines

## **Appendix B**

Leave Request Form

## **Appendix C**

State Travel Pocket Guide

## **Appendix D**

Louisiana Attestation Questionnaire

## **Appendix E**

State of Louisiana Travel Expense Form

### **Annual and Sick leave**

The CAGWCD will use guidelines established by the Department of State Civil Service to administer annual and sick leave for employees. Complete Civil Service Code and guidelines can be viewed at [civilservice.la.gov](http://civilservice.la.gov)

### **11.5 Earning of Annual and Sick Leave**

(a) Annual and sick leave shall be earned by each full-time and each part-time employee who has a regular tour of duty, except that no employee shall earn annual or sick leave while serving on classified WAE appointment or while using leave from an agency leave pool as defined in Rule 11.34.

(b) The earning of such leave shall be based on the equivalent of years of full-time State service and shall be creditable at the end of each calendar month or at the end of each regular pay period in accordance with the following general schedule:

1. Less than three years of service, at the rate of .0461 hour of annual leave and .0461 hour of sick leave for each hour of regular duty.
2. Three years but less than five years of service, at the rate of .0576 hour of annual leave and .0576 hour of sick leave for each hour of regular duty.
3. Five years but less than ten years of service, at the rate of .0692 hour of annual leave and .0692 hour of sick leave for each hour of regular duty.
4. Ten years but less than fifteen years of service, at the rate of .0807 hour of annual leave and .0807 hour of sick leave for each hour of regular duty.

Fifteen or more years of service, at the rate of .0923 hour of annual leave and .0923 hour of sick leave for each hour of regular duty.

## Capital Area Ground Water Conservation District

### Leave Request

#### Leave Information

Employee Name: \_\_\_\_\_

Type of Leave Requested:

☐ Sick                      ☐ Annual                      ☐ Bereavement                      ☐ Leave Without Pay  
☐ Military                      ☐ Jury Duty                      ☐ Maternity/Paternity                      ☐ Other

Dates of Leave: From: \_\_\_\_\_ To: \_\_\_\_\_

Hours of Leave \_\_\_\_\_

\_\_\_\_\_  
*Employee Signature*

\_\_\_\_\_  
*Date*

#### Supervisor Approval

\_\_\_\_\_  
*Supervisor Signature*

\_\_\_\_\_  
*Date*



PLEASE REVIEW PPM 49 THOROUGHLY BEFORE MAKING YOUR TRAVEL ARRANGEMENTS TO ENSURE COMPLIANCE AND FOR PROPER REIMBURSEMENTS.

For parking other than the above contracts:  
Up to \$5.00 can be reimbursed without a receipt. Anything over this amount must have a receipt.

## REIMBURSEMENT FOR OTHER EXPENSES

(These charges are while in travel status only)

### Telephone

#### Official State Business:

All business communication cost may be reimbursed, receipts required.

#### Personal Calls:

Domestic Overnight Travel: up to \$3.00 for personal calls upon arrival at each destination and up to \$3.00 for personal calls every second night after the first night if the travel extends several days.

International Travel: up to \$10 for 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.

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. (Receipts Required)

### BAGGAGE TIPS:

Hotel Allowances – Up to \$3 tip per hotel check-in and \$3 tip per hotel checkout, if applicable.

Airport Allowances – Up to \$3 tip for airport outbound departure trip and \$3 tip for inbound departure trip.

### LUGGAGE ALLOWANCE: (Receipt Required)

A Department Head or his designee may approve reimbursement to a traveler for airline charges for first checked bag for a business trip of 5 days or less and for the second checked bag for a 6 – 10 day business trip and/or any additional baggage which is business related and required by the department.

### INTERNATIONAL TRAVEL

International travel must be approved by the Commissioner of Administration, or the entity head or his designee for Higher Education entities prior to departure, unless specific authority for approval has been delegated to a department head. Request for approval must be accompanied by a detailed account of expected expenditures (such as room rate/date, meals, local transportation, etc.) and an assessment of the adequacy of this source to meet such expenditures without curtailing subsequent travel plans.

### WAIVERS

The Commissioner of Administration may waive in writing any provision in PPM 49 when the best interest of the state will be served. All Waivers of PPM 49 must receive prior approvals from the Commissioner of Administration, except in declared emergency situations.

Out of State Hertz Car Rental Contract			
Compact	\$29.00	\$159.50	weekly
Intermediate	\$33.00	\$181.50	weekly
Out of State Hertz	Phone Number 1-800-654-1131	Corporate Discount # 70592	
	www.HERTZ.COM		

Out of State Enterprise/National Car Rental Contract			
Compact	\$31.30	\$156.51	weekly
Intermediate	\$33.20	\$166.00	weekly
Out of State Enterprise	Phone Number 1-800-RENT-A-CAR	Corporate Discount # NA1403	
	ENTERPRISE.COM		
	1-877-222-9658	NA1403	
National	NATIONALCAR.COM		

### Gasoline (Receipt Required)

Reimbursements require an original receipt, regular unleaded gasoline should be used or diesel when applicable. This applies for both state owned vehicles and rental vehicles, as mid-grade, super, plus or premium gasoline are not necessary. No travelers may purchase prepaid fuel. If traveler utilizes anything other than regular unleaded gasoline, unless vehicle requires diesel or any other manufacturer mandated grade, without justification and prior approval from the agency Department Head, traveler must reimburse the agency the difference between what was paid and the state average gasoline rate.

### Public Ground Transportation: (Shuttles, Airport limousines, etc.)

The cost of public ground transportation such as buses, subways, airport shuttle/limousines, and taxis are reimbursable when the expenses are incurred as part of approved state travel. See receipt requirements below.

Airport Shuttle/limousines, taxi reimbursements. A driver's tip for shuttle/limousines and taxis may be given and must not exceed 20% of total charge. Amount of tip must be included on receipt received from driver/company. All other forms of public ground transportation where a receipt is not possible and other than those listed above are limited to \$10 per day without a receipt, claims in excess of \$10 per day requires a receipt. At the agency's discretion, the department head may implement an agency wide policy requiring receipts for all public transportation request less than \$10 per day.

### PARKING:

#### Airport Parking Contracts:

Baton Rouge Airport: Documentations required to receive the contract price of \$3.50 per day (no receipts required) for parking in the indoor parking garage as well as the outside fenced parking lot at the Baton Rouge Airport. State ID and Baton Rouge Airport certificate. This certificate must be completed and presented when exiting the parking area at Baton Rouge Airport. Therefore, the traveler must have both this certificate and their State ID badge to receive the state rate. For any agency that does not issue ID badges, the employee must present this certificate along with a business card and driver's license. Certificate may be obtained at: <http://www.doa.la.gov/pages/osp/Travel/Parking.aspx>

New Orleans Airport – Park'n Fly: The state's contract rate is \$7.00 per day, \$42.00 weekly at Park'n Fly (no receipt required). Park'n Fly requires state issued photo ID, or valid ID with a state business card, and a tax exemption form if reservation is not made on website, which is located at:

<http://www.doa.la.gov/pages/osp/travel/parking.aspx>. At the agency discretion an employee may be paid actual expenses up to \$7.00 per day with a receipt.

### Web Site:

<http://www.doa.la.gov/pages/osp/Travel/index.aspx>



LOUISIANA STATE EMPLOYEES  
FISCAL YEAR  
2017-2018

### POCKET GUIDE TO TRAVEL REGULATIONS

For more detailed guidelines,  
refer to PPM No. 49 - General  
Travel Regulations  
(Effective July 1, 2017)

ALL AIRFARE MUST BE BOOKED  
THROUGH SHORT'S TRAVEL AGENCY.  
SEE BELOW

### CONTRACTED TRAVEL AGENCY

SHORT'S TRAVEL MANAGEMENT db/a  
SHORT'S TRAVEL SERVICE  
Waterloo, IA

Toll free (888) 846-6810

Fax (319) 433-0847

Email: [state@shortstravel.com](mailto:state@shortstravel.com)

Website: [www.shortstravel.com/la](http://www.shortstravel.com/la)

**\*\* PLEASE NOTE THAT THERE IS A \$21 CHARGE  
PER CALL FOR AFTER HOUR EMERGENCY  
SERVICE 1-888-846-6810**

After 5 p.m. and on weekends. This service is for emergency travel only and not for booking advanced travel.



## GENERAL:

**TRAVEL AUTHORIZATION:**  
All non-routine travel must be authorized with prior approvals in writing by the head of the department, board, or commission from whose funds the traveler is paid.

## Contracted Hotel Services

The state has a contract for hotel services with HotelPlanner. This contract may be utilized by all authorized travelers, contractors, board members and students who are traveling on behalf of State of Louisiana. Note: Travelers will be responsible for adhering to the hotel's cancellation policy that is set by the hotel when booking through HotelPlanner.

## Meals Allowance – Including Tax and Tips

Receipts are not required for routine meals within these allowances unless a cash advance was received. (See Section 1503.B.2) Number of meals claimed must be shown on travel voucher. For meal rates, the inclusion of suburbs (see definition of suburb) shall be determined by the department head on a case-by-case basis.

**Travel with Overnight Stay:** Travelers may be reimbursed for meals according to the following schedule (minimum of 12 hours in travel status).

**Breakfast:** When travel begins at or before 6 a.m. on the first day of travel or extends at or beyond 9 a.m. on the last day of travel, and for any intervening days.  
**Lunch:** When travel begins at or before 10 a.m. on the first day of travel or extends at or beyond 2 p.m. on the last day of travel, and for any intervening days.  
**Dinner:** When travel begins at or before 4 p.m. on the first day of travel or extends at or beyond 8 p.m. on the last day of travel, and for any intervening days.

**Routine Lodging Allowances –** The state has contracted for all hotel expenditures through HotelPlanner. Lodging rate, plus tax and any mandatory surcharge are allowed. (Receipts are Required.) For lodging rates, the inclusion of suburbs shall be determined by the department head on a case-by-case basis. When two or more employees on official state business share a lodging room, the State will allow the actual cost of the room; subject to a maximum amount allowed for an individual traveler times the number of employees.

### Tier I

Breakfast	\$9
Lunch	\$13
Dinner	\$29
	\$51

### Lodging:

	Routine Lodging
In-State Cities (except as listed)	\$91
Alexandria/Lafayette/Natchitoches	\$97
Baton Rouge – EBR	\$97
Covington/Slidell – St. Tammany	\$91
Lafayette	\$91
Lake Charles – Calcasieu	\$91

### Tier II

Breakfast	\$10
Lunch	\$19
Dinner	\$30
	\$59

### Lodging:

	Routine Lodging
New Orleans, Orleans, St. Bernard, Jefferson, and Plaquemines Parishes May – Sept	\$128
New Orleans, Orleans, St. Bernard, Jefferson, and Plaquemines Parishes October-Dec	\$156
New Orleans, Orleans, St. Bernard, Jefferson, and Plaquemines Parishes Jan-April	\$156
Out-of-State (Except Cities listed in Tier III & IV)	\$91

### Tier III

Breakfast	\$12
Lunch	\$17
Dinner	\$32
	\$61

### Lodging:

	Routine Lodging
Atlanta, Austin, Cleveland, Dallas/Fort Worth	\$134
Denver, CO, Fort Lauderdale, Hartford, Houston, Kansas City, Los Angeles, Las Vegas, Miami, Minneapolis/St. Paul, Nashville, Oakland, CA., Orlando, Philadelphia, Phoenix, Pittsburgh, Portland, OR., Sacramento, San Antonio, San Diego, Sedona, St. Louis, Wilmington, DE, Puerto Rico, US Virgin Islands, all of Alaska and Hawaii, Guam, American Samoa, Saipan	

### Tier IV

Breakfast	\$13
Lunch	\$19
Dinner	\$36
	\$68

### Lodging:

	Routine Lodging
Baltimore MD, Seattle, WA, San Francisco, CA, Chicago, IL, Boston, MA	\$212
Alexandria, VA, Arlington, VA, New York City, Washington, DC	\$225
International Cities	\$200

**AIRFARE:** Remember, while use of the contract travel agency is mandatory:

The State Travel Office strongly encourages use of lowest logical airfares. The State always supports purchasing the "best value" ticket. You should ask the state's contracted travel agency to check for the lowest logical rates based on your personal needs.

Remember, PPM49, Section 1504.B2(c) states "The policy regarding airfare penalties is that the State will pay for the airfare and/or penalty incurred for a change or cancellation if required by the State or other unavoidable situations approved by the agency's department head. Justification for the change or cancellation by the traveler's department head is required on the travel voucher." Tickets which are unused by a traveler should always be monitored by the traveler and the agency. Traveler should ensure that any unused ticket is considered when planning future travel arrangements. Some airlines have a policy which would allow for a name change to another employee within the agency. A view of the latest airline policies regarding unused tickets are available at the State Travel Office's website.

<http://www.dos.la.gov/pages/osat/Travel/af-index.aspx>

Ultimately, it is the traveler's responsibility to determine, upon initial notification of an unused ticket and then every 30 days thereafter, if traveler will be utilizing the unused ticket. If it is determined that a ticket will not be utilized prior to expiration and there is a possibility to transfer the ticket, the traveler must immediately advise the agency travel administrator that the ticket is available for use by another employee, section or agency. The travel administrator should then act accordingly. In addition, the Department Head, at a minimum of three months prior to expiration, must review all unused airfare to determine, based on the traveler's justification, if reimbursement from the traveler must be made to the agency for the amount of the unused ticket. All files must be properly documented. This may be accomplished with the unused ticket report sent to each agency program administrator each month from the contracted travel agency. This report in conjunction with employee notifications while booking other flights and employee email notifications every 90, 60, 30 and 14 days prior to ticket expiration should be more than sufficient to reduce the loss of reusable airfare.

## MILEAGE:

Reimbursement from official domicile to area of travel based on most direct route. Mileage shall be reimbursable on the basis of \$0.53 per the following:

For official In-State business travel

1. Employees should utilize a state vehicle when available
2. Employee may rent a vehicle from Enterprise Rent-A-Car's State Motor Pool Rental Contract, if state vehicle is not available and travel exceed 100 miles; or
3. If an employee elects to use his/her personal vehicle, reimbursement may not exceed a maximum of 99 miles per round trip and/or day (or the return to domicile) at \$0.53 cents per mile.

## RENTAL CARS (Receipt Required)

**In-State Vehicle Rental:** The State has contracted with Enterprise Rent-A-Car for the State Motor Pool Rental Contract which use is mandatory In-State Motor Pool Rentals

Compact	\$29.50 \$162.25 weekly \$590.00 monthly
Intermediate	\$31.50 \$173.25 weekly \$630.00 monthly

Only the rental of compact or intermediate model is reimbursable, unless non-availability is documented, or the vehicle will be used to transport more than two persons. Written approval from the department head prior to departure is required

**ENTERPRISE CAR RENTAL:** Number: NA1403 RESERVATIONS (24/7)

1-800-RENT-A-CAR OR ENTERPRISE.COM

In-State Phone Number Corporate Discount #'s  
Enterprise 1-800-736-8222 NA1403

## OUT-OF-STATE Vehicle Rental (Receipt Required)

**Out-of-State Vehicle Rental Mandatory:** The State has contracted for rental vehicles for domestic, out-of-state travel, excluding Louisiana and international travel, utilizing the State of Louisiana's Out-of-State Contracts, which use is mandatory. The State of Louisiana Out-of-State participating vendors include Enterprise Rent - A-Car, National Car Rental and Hertz Car Rental Corporation. It is the traveler's discretion which rental company is utilized. Pricing includes CDW/ (Collision Damage Waiver) and a million dollar liability insurance.



**LOUISIANA ATTESTATION QUESTIONNAIRE**  
**(For Attestation Engagements of Quasi-public agencies)**

Dear Chief Executive Officer:

Attached is the Louisiana Attestation Questionnaire that is to be completed by you or your staff. This questionnaire is a required part of the review/attestation engagement of Louisiana quasi-public agencies. Upon completion, the questionnaire must be presented to and adopted by the governing body, if any, of your organization by means of a formal resolution in an open meeting.

The completed attestation questionnaire and a copy of the adoption instrument, if appropriate, **must be given to the independent certified public accountant at the beginning of the engagement.** The CPA will, during the course of his engagement, perform certain agreed-upon procedures to the responses in the questionnaire. It is not necessary to return the questionnaire to my office.

Certain portions of the questionnaire may not be applicable to your organization. In such cases, it is appropriate to mark the representation "not applicable." However, you must respond to each applicable representation. A 'yes' answer indicates that you have complied with the applicable law or regulation. A 'no' answer to any representation indicates a possible violation of law or regulation and, as such, should be fully explained. These matters will be reviewed by the CPA during the course of his engagement. Please feel free to attach a further explanation of any representation.

Your cooperation in this matter will be greatly appreciated.

Sincerely,

Daryl G. Purpera, CPA, CFE  
Louisiana Legislative Auditor

**LOUISIANA ATTESTATION QUESTIONNAIRE**  
**(For Attestation Engagements of Quasi-public Agencies)**

\_\_\_\_\_ (Date Transmitted)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ (Auditors)

In connection with your review of our financial statements as of \_\_\_\_\_ and for the period then ended, and as required by Louisiana Revised Statute (R.S.) 24:513 and the Louisiana Governmental Audit Guide, we make the following representations to you. We accept full responsibility for our compliance with the following laws and regulation and the internal controls over compliance with such laws and regulations. We have evaluated our compliance with the following laws and regulations prior to making these representations.

These representations are based on the information available to us as of (date of completion/representation).

**Federal, State, and Local Awards**

We have detailed for you the amount of federal, state, and local award expenditures for the fiscal year, by grant and grant year.

Yes [ ] No [ ]

All transactions relating to federal, state, and local grants have been properly recorded within our accounting records and reported to the appropriate state, federal, and grantor officials.

Yes [ ] No [ ]

The reports filed with federal, state, and local agencies are properly supported by books of original entry and supporting documentation.

Yes [ ] No [ ]

We have complied with all applicable specific requirements of all federal, state, and local programs we administer, to include matters contained in the OMB Compliance Supplement, matters contained in the grant awards, eligibility requirements, activities allowed and unallowed, and reporting and budget requirements.

Yes [ ] No [ ]

**Open Meetings**

Our meetings, as they relate to public funds, have been posted as an open meeting as required by R.S. 42:11 through 42:28 (the open meetings law). **Note: Please refer to Attorney General Opinion No. 13-0043 and the guidance in the publication "Open Meeting FAQs," available on the Legislative Auditor's website at <http://app1.la.state.la.us/lla/nsf>, to determine whether a non-profit agency is subject to the open meetings law.**

Yes [ ] No [ ]

**Budget**

For each federal, state, and local grant we have filed with the appropriate grantor agency a comprehensive budget for those grants that included the purpose and duration, and for state grants included specific goals and objectives and measures of performance

Yes [ ] No [ ]

**Reporting**

We have complied with R.S. 24:513 A. (3) regarding disclosure of compensation, reimbursements, benefits and other payments to the agency head, political subdivision head, or chief executive officer.

Yes [ ] No [ ]

**Prior-Year Comments**

We have resolved all prior-year recommendations and/or comments.

Yes [ ] No [ ]

We have disclosed to you all known noncompliance of the foregoing laws and regulations, as well as any contradictions to the foregoing representations. We have made available to you documentation relating to the federal, state, and local grants, to include the applicable laws and regulations.

We have provided you with any communications from regulatory agencies or other sources concerning any possible noncompliance with the foregoing laws and regulations, including any communications received between the end of the period under examination and the issuance of this report. We will also disclose to you, the Legislative Auditor, and the applicable state grantor agency/agencies any known noncompliance that may occur up to the date of your report.

\_\_\_\_\_  
Secretary \_\_\_\_\_ Date

\_\_\_\_\_  
Treasurer \_\_\_\_\_ Date

\_\_\_\_\_  
President \_\_\_\_\_ Date



**TRAVEL EXPENSE ACCOUNT**

BA-12 (3/97)

The statement on the reverse side must be completely filled in by the payee prior to signature. Receipts must be attached as required by travel regulations.

NAME OF OFFICER OR EMPLOYEE	DATE OF CLAIM
ADDRESS	DEPARTMENT
CITY	DIVISION
	SECTION
	FOR PERIOD

**Expense Summary**

<b>Automobile:</b>	<b>Lump-Sum Allowance</b>		\$	
	<b>Per Mile Cost:</b>	mi. @ .53	\$	
		mi. @ .53	\$	\$
<b>Subsistence:</b>	<b>Lodging</b>		\$	
	<b>Meals</b> (SEE PPM 49 FOR RECEIPTS REQUIRED FOR SPECIAL AND HIGH COST AREA MEALS)		\$	\$
<b>Tolls and Parking</b>				\$
<b>Tips</b> (for baggage handling only)				\$
<b>Other Expenses</b>				\$
<b>Less: Travel Advance</b>				\$
<b>Total Reimbursable Costs</b>				\$

**Certificate of Payee**

I certify that this expense account is just and true in all respects; that the distances shown were actually and necessarily traveled on the dates specified on official business only; that the expenses charged were incurred on official business of the State and none of the expenses have been paid by the State; and that the full amount is justly due.

SIGNED BY PAYEE	TITLE OR POSITION	OFFICIAL DOMICILE
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**Certificate of Head of Budget Unit**

I certify that the charges set forth on this expense account have been examined by me; that the services for which the charges are made were necessary and proper; and that, in my opinion, the amounts claimed are just and reasonable.

NAME	SIGNED BY:	TITLE
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REMARKS BY HEAD OF BUDGET UNIT IN EXPLANATION OF UNUSUAL ITEMS, ETC.

Agency No.	Orgn.	Object	Sub Obj.	Rptg. Category	Amount	Document Reference



