State of Louisiana
DIVISION OF ADMINISTRATION
OFFICE OF THE COMMISSIONER

EDWIN W. EDWARDS
GOVERNOR

RAYMOND J. LABORDE
COMMISSIONER OF ADMINISTRATION

DIVISION OF ADMINISTRATION

POLICY NO. 4

EFFECTIVE DATE: **December 12, 1994**

SUBJECT: **IN-DOMICILE TRAVEL**

AUTHORIZATION: Whitman J. Kling, Jr.
Whitman J. Kling, Jr.
Assistant Commissioner

I. POLICY

It shall be the policy of the Division of Administration (DOA) that mileage reimbursement for in-domicile travel will be allowed when the employee is required to utilize his personal vehicle to travel to an assigned work area outside that of his normal work site subject to the following restrictions:

A. Mileage for in-domicile travel within the confines of the Work Site will not be subject to reimbursement. State-owned vehicles should be utilized when available.

B. In-domicile mileage travel that requires an employee to report to an alternate work place without first reporting to his normal work site will be reimbursed only to the extent that excess mileage is incurred above that which the employee would have incurred in getting to his regularly assigned work site. The travel expense form must clearly indicate that any mileage claimed is in excess of getting to their work site. This will be accomplished by submitting odometer readings from point of origin to point of return as required in PPM 49 with an adjustment made to this total for the usual miles that are driven to and from the regularly assigned Work Site.

D. In-domicile travel which includes mileage will be reimbursed, during a fiscal period, only after an employee has attained a reimbursement level of $50.00. Reimbursements not attaining this level by the end of a fiscal period will be reimbursed at the end of the fiscal period. In-domicile mileage can be included with normal travel claims, but if no other travel expenses have been incurred, it must be held until $50.00 or end of fiscal period is reached.

E. Travel Authorizations must state that "In-domicile mileage is requested", be signed by the Section Head and forwarded to the Commissioner's Office for approval.

F. All mileage shall be computed on the basis of odometer readings from point of origin to point of return.

G. In domicile-mileage is not allowed for attendance at infrequent or irregular meetings. (Exception: unless attendance is required of client unit or program directive.)

II. PURPOSE:

To set forth rules governing in-domicile mileage reimbursement.

III. APPLICABILITY:

This policy shall be applicable to all employees in all sections of the Division of Administration both general appropriation and ancillary appropriations.

IV. DEFINITIONS:

WORK SITE DEFINED:

DOWNTOWN BATON ROUGE - The area of downtown Baton Rouge bordered by Interstate I-110 on the East, South Choctaw on the North, River Road on the West, and Government Street on the South. Employees housed within this geographic area will be defined as having a downtown Work Site.

ALL OTHER DIVISION OF ADMINISTRATION EMPLOYEES - Work site is all areas within one mile of the office work place.

IV. RESPONSIBILITY:

Deputy/Assistant Commissioners Are Responsible For:

Holding accountable the section heads under their supervision for adhering to all aspects of this policy.

Section Heads Are Responsible For:

Assuring that each employee under his/her supervision, current and new:

- Is made aware of this policy and its contents as well as any forthcoming revisions, and
- Is informed that he/she must abide by the terms of the policy as a condition of employment, and
- Is informed of the consequences of violation of this policy.

Providing for formal review of this policy with all employees on a cyclical basis.

Providing those employees that travel with a copy of PPM 49.

Making available, when possible, state vehicles for use by employees traveling within the domicile.

Establishing internal policies within his/her section for employees' obtaining approval prior to using a personal vehicle for in-domicile travel.

Providing for informal discussions of grievances and complaints in an effort to resolve problems prior to the filing of a formal complaint.

Dealing with violations and grievances in a fair and consistent manner.

Managers/Supervisors are Responsible For:

Compliance with this policy in any fashion instructed by the section head.

Employees are Responsible For:

Complying with all aspects of this policy.

Familiarizing themselves with PPM 49 (General Travel Regulations) and any personnel policies or internal procedures before embarking on any travel. Reimbursement should be requested in compliance with PPM 49 and personnel policies.

Utilizing a state vehicle when available.

V. EXCLUSIONS:

Exceptions to this policy may be requested from the Appointing Authority along with compelling written justification.

VI. QUESTIONS:

Questions should be directed to the section head or the Director of the Office of Finance and Support Services.

VII. VIOLATIONS:

Employees found to have violated this policy may be subject to nonpayment of costs incurred and disciplinary action.