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COMMISSIONER OF ADMINISTRATION

State of Louisiana
Division of Administration
Office of the Commissioner

TO: ALL ELECTED OFFICIALS, DEPARTMENT HEADS AND
PRESIDENTS OF COLLEGES AND UNIVERSITIES

FROM: ANGELE DAVIS
COMMISSIONER

DATE: JULY 1, 2010

RE: TRAVEL POLICIES AND PROCEDURES

The Division of Administration is committed to simplifying/clarifying travel processes and/or approvals. Department Heads, Agency Heads and Presidents are again reminded to exercise all authority with care and reasonableness.

Below is a summary of the new travel regulation additions/changes/clarifications that have been made in the travel policy for fiscal year 2010-2011. As always, this is just a summary, as PPM49 should always be reviewed in its entirety each year.

Key Additions/Changes/Clarifications to PPM49:

S1501. Authorization and Legal Basis - the following addition has been made:

Please note that when political subdivisions are required to follow PPM49 for any pass through money issued by the State of Louisiana, any and all required approvals must be sent to the correct appointing authority, not to the Commissioner of Administration.

S1502. Definitions - the following addition has been made:

Travel Scholarships – If any type of scholarship for travel is offered/received by a state employee, it is the agency/employee's responsibility to receive/comply with all ethics laws/requirements. See R.S. 42:1123

S1504. Methods of Transportation, Section C.3.a. - clarification has been made:

If an exemption from the program is granted by the Department Head or Commissioner of Administration as stated above, then the employee, contractor, board or commission member will not be required to rent a vehicle and may receive actual mileage reimbursement up to .48 cents per mile. Reimbursable vehicle size rental is now compact or mid/intermediate

S1504. Methods of Transportation, Section C.3.e. - the following change has been made:

Reimbursable vehicle size rental is now compact or mid/intermediate

S1504. Methods of Transportation, Section C.3.g. - the following addition has been made:

Reimbursements require a receipt for regular unleaded gasoline, or diesel when applicable. This applies for both state owned vehicles and rental vehicles, as mid-grade, super, plus or premium gasoline is typically not necessary.

S1504. Methods of Transportation, Section D – the following change/addition has been made:

Airport shuttle/limousines and taxi reimbursements, including tip requires a receipt to account for total daily amount claimed. A driver tip for shuttles/limousines and taxis may be given and must not exceed 15% of total charge. Amount of tip must be included on receipt received from driver/company.

S1506. Lodging and Meals, Section C – Several changes have been made for lodging

S1510. Agency Hosted Conferences, Section B - the following change has been made:

Any other meals, such as breakfast and dinner, require special approval in accordance with PPM49 Section 1509. “Special Meals” and must have prior approval from the Commissioner of Administration or, for Higher Education, the entity head or his designee.

S1510. Agency Hosted Conferences, Section C - the following change has been made:

Refreshments shall not exceed **\$4.50 per person**, per morning and/or afternoon sessions. A mandated gratuity may be added if refreshments are being catered.

S1511. International Travel – the following section has been added:

C. It is the agency’s decision, if justification is given, to allow state employees to be reimbursed for a VISA and/or Immunizations when the traveler is traveling on behalf of the agency/university on official state business. However, it is not practice for the State to reimburse for a Passport, therefore, Passport reimbursements must have Department Head/President approval along with detailed justification as to why this reimbursement is being requested/approved.

Remember, employees should be trained at time of hiring as well as refresher classes conducted at least once a year. The Office of State Travel offers many levels of travel training and will be glad to assist any agency with the training of your staff to ensure your employees are in compliance with travel regulations. If you are interested in training classes for your staff, please contact the State Travel Office to set up dates and times.

Employees traveling on behalf of the State are expected to comply with this state travel policy (PPM49). Thank you for your cooperation.