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GOVERNOR

PAUL W. RAINWATER
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: PAUL W. RAINWATER
COMMISSIONER

DATE: JULY 1, 2011

RE: TRAVEL POLICIES AND PROCEDURES

Below is a summary of the new travel regulation additions/changes/clarifications that have been made in the travel policy for fiscal year 2011-2012. As always, this is just a summary, as PPM49 should always be reviewed in its entirety each year.

Key Additions/Changes/Clarifications to PPM49:

S1502. DEFINITIONS –

The following has been added under “*Official Domicile*”

4. The Department Head or his/her designee may authorize approval for an employee to be reimbursed for lodging expenses within an employee’s domicile with proper justification as to why this is necessary and in the best interest of the state.

S1504. METHODS OF TRANSPORTATION

Personal Mileage reimbursement - \$0.51 cents per mile.

Section B.1.b.i - the following change has been made:

Chartered or un-chartered privately owned aircraft - \$1.29 cents per mile.

Section C – the following has been added:

Persons operating a state owned, rental or personal vehicle on official state business will be completely responsible for all traffic, driving, and parking violations received. This does not include state-owned or rental vehicle violations, i.e. inspection sticker, as the State and/or rental company would be liable for any cost associated with these types of violations.

Section C.3.c – the following section has been modified. Please read entire section.

This section now includes State of Louisiana Out-of-State Contracts for all domestic out-of-state travel.

Section C.3.f - the following changes have been made:

Only the cost of a compact or intermediate model is reimbursable, unless 1) non-availability is documented, or 2) the vehicle will be used to transport more than two persons.

Section C.3.i - the following has been added:

Lost keys for rental vehicles are not covered under the damage waiver policy and are very costly. The agency should establish an internal procedure regarding liability of these costs.

S1506 LODGING AND MEALS

Section A.3 – the following changes have been made:

The maximum allowance for meal reimbursement for single day travel will be \$33.00

- c. Lunch & Dinner: (\$33.00) The 12 hour travel duration must end at or after 8 p.m.

Section C - the following has been added:

2. Meals with relatives or friends may not be reimbursed unless the host can substantiate costs for providing for the traveler. The reimbursement amount will not automatically be the meal cost for that area, but rather the actual cost of the meal. i.e. The host would have to show proof of the cost of extra food, etc. Cost shall never exceed the allowed meal rate listed for that area.

3. Lodging with relatives or friends may not be reimbursed unless the host can substantiate costs for accommodating the traveler. The amount will not automatically be the lodging cost for that area, but rather the actual cost of accommodations. i.e. The host would have to show proof of the cost of extra water, electricity, etc. Cost shall never exceed the allowed routine lodging rate listed for that area.

Section C Tier Pricing

Please see section for all changes.

S1508. REIMBURSEMENT FOR OTHER EXPENSES

Section F – the following change has been made:

Laundry services - employees on travel for more than seven days may be reimbursed, with department head or his/her designee's approval, up to actual, but reasonable, costs incurred. Receipts are required for reimbursement.

S1511. INTERNATIONAL TRAVEL

Section B - the following change has been made:

B. International travelers will be reimbursed the Tier IV area rates for meals and lodging, unless U.S. State Department rates are requested and authorized by the Commissioner of Administration or, for Higher Education, the entity head or his/her designee prior to departure.

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.