



BOBBY JINDAL
GOVERNOR

KRISTY H. NICHOLS
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: KRISTY H. NICHOLS 
COMMISSIONER

DATE: JULY 1, 2015

RE: TRAVEL POLICIES AND PROCEDURES

Below is a summary of the new travel regulation additions, changes, and clarifications that have been made in the travel policy for fiscal year 2015-2016. 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.A- DEFINITIONS

This section has been changed:

State Officers - Department Head as defined by Title 36 of the Louisiana Revised statutes and the equivalent positions in higher education and the office of elected officials.

S1503.A- GENERAL SPECIFICATIONS

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S1505.A- STATE ISSUED TRAVEL CREDIT CARDS/CBA ACCOUNTS

This section has been added:

All high cost expenditures (airfare, lodging, vehicle rentals, and registration) must be placed on the LaCarte Purchasing Card, Travel Card or agency CBA programs unless prior approval is granted from the Commissioner of Administration.

1503.A GENERAL SPECIFICATIONS

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S1506.C.3- Lodging and Meals

This section has been added:

The state has a contract for hotel services with HotelPlanner, which use is mandatory. This mandate is also applicable to authorized travelers, contractors, board members and students who are traveling on behalf of State of Louisiana. A one-time exemption may be granted for individual lodging on a case by case basis by the agency department head with proper justification.

S1504.B.2.j- METHOD OF TRANSPORTATION-

This section has been added:

Ultimately, it is the traveler's responsibility to determine, upon initial notification of an unused ticket and then every 30 days thereafter, if they will be utilizing the unused ticket. If it is determined that the 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 traveler administrator should then act accordingly.

In addition, the Department Head, at a minimum of two 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 should 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.

S1506.C.5- LODGING AND MEALS

This section has been added:

A Department Head or his/her designee may grant a one-time exemption, on a case by case basis, to bypass HotelPlanner, if the designated out-of-state conference hotel does not offer the same rate and/or conference amenities through the portal.

1510.A- AGENCY HOSTED CONFERENCES (Both In-State and Out-of-State)

This section have been added:

Agency/university/board hosted in-state conferences that require lodging must be booked through Hotelplanner unless prior approval is granted by the Division of Administration, Office of State Travel.

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.