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KRISTY H. NICHOLS
COMMISSIONER OF ADMINISTRATION

State of Louisiana

Division of Administration
Office of the Commissioner

MEMORANDUM

TO: All Elected Officials, Department Heads, and Presidents of Colleges and Universities

FROM: Kristy H. Nichols

DATE: October 1, 2014

SUBJECT: Policy and Procedure Memorandum 49 (PPM49) Regulation Change

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In an effort to minimize the volume of unused ticket loss, effective immediately all airfare which was purchased but never used must be reviewed, documented and handled accordingly by the traveler and head of the agency, prior to expiration.

Based on this, change to the PPM49 (http://www.doa.louisiana.gov/osp/travel/travelpolicy/2014-2015travelguide.pdf) is as follows:

S1504.B.2.j. METHOD OF TRANSPORTATION, AIR

This section currently reads: 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.doa.louisiana.gov/osp/travel/airfare.htm.

The following is being added to this section:
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 travel 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.

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Please note that 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.

If you have any questions, you may contact Tammy Toups at 225-342-8053 or tammy.toups@la.gov. Thank you for your usual cooperation.