

Policy and Procedure Memoranda

POLICY AND PROCEDURE MEMORANDA

Office of the Governor
Division of Administration
Office of State Travel

General Travel—PPM 49
(LAC 4:V.Chapter 15)

The following shows the amended text in PPM 49. This supersedes all prior issues of PPM 49 published in the Louisiana Register. This revised PPM 49 also supersedes and replaces PPM 49 which had been designated as LAC 4:V.Chapter 15.

Title 4

ADMINISTRATION

Part V. Policy and Procedure Memoranda

Chapter 15. General Travel Regulations—PPM Number 49

§1501. Authorization and Legal Basis

A. In accordance with the authority vested in the Commissioner of Administration by Section 231 of Title 39 of the Revised Statutes of 1950 and in accordance with the provisions of the Administrative Procedure Act, R.S. 49:950-968 as amended, notice is hereby given of the revision of Policy and Procedures Memorandum No. 49, the state general travel regulations, effective July 1, 2006. These amendments are both technical and substantive in nature and are intended to clarify certain portions of the previous regulations or provide for more efficient administration of travel policies. These regulations apply to all state departments, boards and commissions created by the legislature or executive order and operating from funds appropriated, dedicated, or self-sustaining; federal funds; or funds generated from any other source.

B. ...

AUTHORITY NOTE: Promulgated in accordance with R.S. 39:231.

HISTORICAL NOTE: Written by the Office of the Governor, Division of Administration, November 1, 1972, promulgated LR 1:179 (April 1975), amended LR 1:338 (August 1975), LR 2:312 (October 1976), LR 5:93 (May 1979), LR 8:405 (August 1980), LR 7:7 (January 1981), LR 8:406 (August 1982), LR 15:820 (October 1989), LR 16:965 (November 1990), LR 26:1252 (June 2000), LR 27:802 (June 2001), LR 28:1125 (June 2002), LR 29:822 (June 2003), LR 30:1111 (June 2004), LR 31:1183 (June 2005), LR 32:938 (June 2006).

§1502. Definitions

A. For the purposes of this PPM, the following words have the meaning indicated.

Conference/Convention—is herein defined as a meeting (other than routine) for a specific purpose and/or objective. Non-routine meetings can be defined as a seminar, conference, convention, or training. Documentation required is a formal agenda, or program, or Letter of Invitation, or registration fee. Participation as an exhibiting vendor in an exhibit/trade show also qualifies as a conference. For a hotel

to qualify for conference rate lodging, requires that the hotel is hosting or is in "conjunction with hosting" the meeting. In the event the designated conference hotel(s) have no room availability, a department head may approve to pay actual hotel cost not to exceed the conference lodging rates for other hotels located near the conference hotel.

Contract Airfare—these airfares are only for use by authorized travelers on official state business. Competitive bid airfares that are fully refundable, non-penalty tickets. Contract price is firm for last seat availability.

International Travel—all travel to destinations outside the 50 United States, District of Columbia, Puerto Rico and the Virgin Islands, American Samoa, Guam.

Lowest Logical Airfare—airfares available to the public. In general, these types of airfares are non-refundable, penalty tickets. Penalties could include restrictions such as advanced purchase requirements, weekend stays, etc. Prices will increase as seats are sold. When schedule changes are required for lowest logical tickets, penalty fees are added.

Out-of-State Travel—travel to any of the other 49 states plus District of Columbia, Puerto Rico and the Virgin Islands, American Samoa, Guam.

AUTHORITY NOTE: Promulgated in accordance with R.S. 39:231.

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§1504. Methods of Transportation

A. - B.1.a. ...

b. Reimbursement for use of a chartered or unchartered privately-owned aircraft under the above guidelines will be made on the following basis:

i. at the rate of 40 cents per mile; or

ii. at the lesser of state contract rate or coach economy airfare.

If there are extenuating circumstances requiring reimbursement for other than listed above, approval must be granted by the commissioner of administration.

c. ...

2. Commercial Airlines (Receipt Required) All state travelers are to purchase commercial airline tickets through the state contracted travel agency. This requirement is mandatory unless approval is granted from the State Travel Office. (In the event a traveler seeks approval to go outside the travel agency, they shall submit their request through their agency travel program administrator, who will determine if the request is to be submitted to the Office of State Travel.) While the use of the contract travel agency is mandatory, the state traveler has options for the type of

airfare ticket purchased. The state always supports purchasing the "best cost" ticket. When requesting information from a state travel agent, a traveler should request the travel agent quote both the state contract airfare price (if available) and the lowest-logical airfare available. Price is a factor, but also other circumstances for each trip should be taken into consideration. The primary difference in a state contract ticket and a lowest-logical ticket is that the state contract ticket is totally refundable and in most cases the lowest-logical ticket is not refundable. Also, the price of a state contract ticket is firm as long as there is a seat available on the plane. A state traveler must ask the question: Is there a likely-hood, my itinerary could change or be cancelled? Based on the response to this question, one should evaluate cost and risk to determine the "best cost" ticket. Another factor to assist having a travel agent search the lowest fare is being able to advise the agent if you are flexible in either your dates or time of travel. By informing the travel agent of your "window of time" for your departure and return will assist them to search for the best price.

a. Travelers are to seek airfares allowing an ample amount of lead time prior to departure date. The lead-time should be at least 14 days in advance of travel dates to ensure the lowest fares are available. Generally, the earlier a ticket is purchased, provides for lower airfares.

b. - d. ...

e. The policy regarding airfare penalties are the state will pay for the airfare and/or penalty incurred for a change in plans or cancellation when the change or cancellation is required by the State or other unavoidable situations approved by the agency's department head. Justification for the change or cancellation by the traveler's department head is required on the travel voucher.

f. - j. ...

k. The state contract air carriers will be the preferred carriers for state travelers. State employees that purchase a refundable, non-penalty ticket will be instructed to purchase that ticket from our contract airline. State employees that purchase the lowest-logical penalty tickets will also be instructed to give preference to the same airline that holds the contract city pair award, where reasonable. The state will advise our contracted travel agency of our commitment to support this decision. The state policy mandates that all airfares be purchased through our contract travel agency; therefore they provide the front line of service to assist travelers when making airfare arrangements.

l. Matched carriers are airlines that did not win an award for a certain city and will now offer the same discounted price that was awarded to the contract vendor. Matched carriers are not to be used unless there are two or more hours difference in the departure or arrival time. The state does not have a contract with the matched fare carriers; therefore, we do not have last seat availability and certain rules including cancellation penalties will apply to these fares. In order for the state to continue to receive state contracted airfares, it is necessary that the contract carrier be utilized when electing to use state contract rates, if available. When using the contract airfares there are no restrictions or penalties. Once the decision is made not to use the contract airfare you must use the lowest logical fare available.

m. When making airline reservations for a conference, let the travel agent know that certain airlines

have been designated as the official carrier for the conference. In many instances, the conference registration form specifies that certain airlines have been designated as the official carrier offering discount rates, if available. If so, giving this information to our contracted agencies could result in them securing that rate for your travel.

C. - C.1.f. ...

2. Personally-Owned Vehicles

a. ...

b. A mileage allowance shall be authorized for travelers approved to use personally-owned vehicles while conducting official state business. Mileage shall be reimbursable on the basis of 40 cents per mile.

c. - d. ...

e. The department head or his designee may approve an authorization for routine travel for an employee who must travel in the course of performing his/her duties; this may include domicile travel if such is a regular and necessary part of the employee's duties, but not for attendance at infrequent or irregular meetings, etc. within the city limits where his/her office is located, the employee may be reimbursed for mileage only.

f. Reimbursements will be allowed on the basis of 40 cents per mile to travel between a common carrier/terminal and the employee's point of departure, i.e., home, office, etc., whichever is appropriate and in the best interest of the state.

g. When the use of a privately-owned vehicle has been approved by the department head for out-of-state travel for the traveler's convenience, the traveler will be reimbursed for in-route expenses on the basis of 40 cents per mile only. The total cost of the mileage may not exceed the cost of travel by using the lesser of state contract airfare or lowest logical airfare obtained at least 14 days prior to the trip departure date. The traveler is personally responsible for any other expenses in-route to and from destination which is inclusive of meals and lodging. If a traveler, at the request of the department, is asked to take their personally owned vehicle out-of-state for a purpose that will benefit the agency, then the department head may on a case-by-case basis determine to pay a traveler for all/part of in-route travel expenses. File should be justified accordingly.

C.2.h. - D. ...

AUTHORITY NOTE: Promulgated in accordance with R.S. 39:231.

HISTORICAL NOTE: Written by the Office of the Governor, Division of Administration, November 1, 1972, promulgated LR 1:179 (April 1975), amended LR 1:338 (August 1975), LR 2:312 (October 1976), LR 5:93 (May 1979), LR 8:405 (August 1980), LR 7:7 (January 1981), LR 8:406 (August 1982), LR 15:820 (October 1989), LR 16:965 (November 1990), LR 26:1254 (June 2000), LR 27:804 (June 2001), LR 28:1127 (June 2002), LR 29:824 (June 2003), LR 30:1113 (June 2004), LR 31:1185 (June 2005), LR 32:938 (June 2006).

§1506. Lodging and Meals

A. - A.3.b. ...

c. If a department head or their designee determines that single day meals will be provided for, they must follow the following allowances.

i. To receive any meal reimbursement on single day travel, an employee must be in travel status for a minimum of 12 hours. The maximum allowance for meal reimbursement for single day travel will be \$24.

(a). Breakfast and Lunch: (\$17). The 12-hour travel duration must begin at or before 6 a.m.

(b). Lunch: (\$10). Requires 12 hours duration in travel status.

(c). Lunch and Dinner: (\$24). The 12-hour travel duration must end at or after 8 p.m.

4 - 5. ...

B. Exceptions

1. Lodging Overage Allowances—(receipts required) Department head has the authority to approve actual lodging provisions of these regulations on a case by case basis not to exceed seventy-five percent over PPM49 current listed rates for the Baton Rouge, New Orleans and New Orleans' surrounding parishes, Lake Charles and Lake Charles surrounding parishes. For all other areas, a department head will have the authority to approve actual lodging provisions of these regulations on a case by case basis not to exceed 25 percent over PPM49 current listed rates. Each case must be fully documented as to necessity (e.g., proximity to meeting place) and cost effectiveness of alternative options. Documentation must be readily available in the department's travel reimbursement files. This authority shall not be delegate to any other person.

2. Meal Overage Allowances—(receipts required) Department head has the authority to approve actual meal provisions of these regulations on a case by case basis not to exceed 25 percent over PPM 49 current listed rates. Each case must be fully documented as to necessity and cost effectiveness of alternative options. Documentation must be readily available in the department's travel reimbursement files. This authority shall not be delegate to any other person.

3. Actual Expenses for State Officers—(receipts or other supporting documents are required for each item claimed). State officers and others so authorized by statute (See definitions under *Authorized Persons*) or individual exception will be reimbursed on an actual expenses basis for meals and lodging except in cases where other provisions for reimbursement have been made by statute. Request shall not be extravagant and will be reasonable in relationship to the purpose of travel. State officers entitled to actual expense reimbursements are only exempted from meals and lodging rates; they are subject to the time frames and all other requirements as listed in the travel regulations.

C. Meals and Lodging Allowances

1. - 2. ...

3. Conference Lodging Allowance - Employees will be reimbursed lodging rate, plus tax and any mandatory surcharge. (Receipts are required) Travelers may be reimbursed expenses for conference hotel lodging per the following rates, if the reservations are made at the actual conference hotel. In the event the designated conference hotel(s) have no room availability, a department head may approve to pay actual hotel cost not to exceed the conference lodging rates for other hotels located near the conference hotel.

4. No reimbursements are allowed for functions not relating to a conference, i.e., tours, dances, golf tournaments, etc.

Tier I

Breakfast	\$ 7
Lunch	\$10
Dinner	\$14
	\$31

LODGING:

	<u>Routine Lodging</u>	<u>Conference Lodging</u>
In-State cities (except as listed)	\$60	\$70
Baton Rouge	\$70	\$80
Lafayette	\$60	\$70
Slidell	\$60	\$70
Shreveport, Bossier City	\$65	\$75
Lake Charles, Sulphur	\$70	\$75
Gretna, Kenner, Metairie	\$70	\$80

Tier II

Breakfast	\$ 8
Lunch	\$12
Dinner	\$17
	\$37

LODGING:

	<u>Routine Lodging</u>	<u>Conference Lodging</u>
New Orleans	\$100	\$120 State Sponsored
		\$140 Non-State Sponsored
Out of State (except cities listed in Tiers III & IV)	\$65	\$140

Tier III

Breakfast	\$10
Lunch	\$14
Dinner	\$21
	\$45

LODGING:

	<u>Routine Lodging</u>	<u>Conference Lodging</u>
Atlanta, GA, Cleveland, OH, Dallas/Fort Worth, TX, Denver, CO, Detroit, MI, Ft. Lauderdale, FL, Hartford, CT, Houston, TX, Kansas City, MO, Las Vegas, NV, Los Angeles, CA, Miami, FL, Minneapolis/St. Paul, MN, Nashville, TN, Oakland, CA., Orlando, FL, Philadelphia, PA, Phoenix, AZ, Pittsburgh, PA, Portland, ME, Portland, OR, San Antonio, TX, San Diego, CA, St. Louis, MO, Tampa, FL, Wilmington, DE., all of Alaska or Hawaii, Puerto Rico, Virgin Islands, American Samoa, Guam	\$105	\$140

Tier IV

Breakfast	\$11
Lunch	\$15
Dinner	\$25
	\$51

LODGING:

	<u>Routine Lodging</u>	<u>Conference Lodging</u>
Baltimore, MD, Boston, MA, San Francisco, CA, Seattle, WA	\$155	\$155
Chicago, IL, New York City, NY, Washington D.C.	\$180	\$180
International Cities	\$180	\$180

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§1508. Reimbursement for Other Expenses

A. The following expenses incidental to travel may be reimbursed.

1. Communications Expenses

a. - c. ...

d. Internet access charges for official state business from hotels or other travel locations are treated the same as business telephone charges. A department may implement a stricter policy for reimbursement of Internet charges. (Receipts required)

2. Charges for Storage and Handling of State Equipment (Receipts required)

3 - 5. ...

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§1510. Agency Hosted Conferences

A.

B. Conference Lunch Allowance. Lunch direct billed to an agency in conjunction with an in-state sponsored conference is to be within the following rates plus mandated gratuity.

Lunch In-State excluding New Orleans	\$15
Lunch - New Orleans	\$20

C. - C.1. ...

2. Catering. Served on properties that require catered services: not to exceed \$4.50 plus mandated gratuity per person, per morning and/or afternoon sessions.

AUTHORITY NOTE: Promulgated in accordance with R.S. 39:231.

HISTORICAL NOTE: Written by the Office of the Governor, Division of Administration, November 1, 1972, promulgated LR 1:179 (April 1975), amended LR 1:338 (August 1975), LR 2:312 (October 1976), LR 5:93 (May 1979), LR 8:405 (August 1980), LR 7:7 (January 1981), LR 8:406 (August 1982), LR 15:820 (October 1989), LR 16:965 (November 1990), LR 26:1256 (June 2000), LR 27:807 (June 2001), repromulgated LR 27:1495 (September 2001), LR 28:1130 (June 2002), LR 30:1116 (June 2004), LR 31:1191 (June 2005), LR 32:941 (June 2006).

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