

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, 2007. 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), LR 33:966 (June 2007).

§1502. Definitions

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

* * *

Controlled Billed Account (CBA)—credit account issued in an agency's name (no plastic card issued). These accounts are direct liabilities of the State and are paid by each agency. CBA accounts are controlled through an authorized approver (s) to provide a means to purchase airfare and registration only. Each department head determines the extent of the account's use.

* * *

Suburb—an immediate or adjacent location (overflow of the city) to the higher cost areas which would be within approximately 30 miles of the highest cost area.

* * *

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

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§1503. General Specifications

A. - A.2. ...

3. Contracted Travel Services. The state has contracted for travel agency services which use is mandatory for airfares unless exemptions have been granted by the Division of Administration prior to purchasing airfare tickets. The State also encourages the use of the contracted travel agency to make reservations for hotel and vehicle accommodations, but hotel and vehicles are not a mandatory requirement.

A.4 - B.3. ...

4. CBA (Controlled Billed Account) issued in an agency's name is to be used for airfare and registration. Other Credit Cards issued in the name of the state agency are not to be used for the purpose of securing transportation, lodging, meals, or telephone and telegraph service, unless prior written permission has been obtained from the Commissioner of Administration.

B.5. - C.6. ...

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 26:1253 (June 2000), LR 27:803 (June 2001), LR 28:1126 (June 2002), LR 29:823 (June 2003), LR 30:1112 (June 2004), LR 31:1184 (June 2005), LR 33:966 (June 2007).

§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 1.07 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 should 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.

B.2.a - C.2.b. ...

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 44 cents per mile.

c. - e. ...

f. Reimbursements will be allowed on the basis of 44 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 44 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), LR 33:966 (June 2007).

§1506. Lodging and Meals

A. - A. 5. ...

B. Exceptions

1. Lodging and Meal Overage Allowances—(Receipts required). Department Head or his/her designee will have the authority to approve actual meal provisions and routine and conference lodging provisions on a case by case basis not to exceed twenty-five percent over PPM49 current listed rates. In areas where the Governor has declared an emergency, a Department Head or his/her designee will have the authority to approve actual routine and conference lodging provisions on a case by case basis not to exceed seventy-five percent over PPM-49 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.

2. 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. Meal Allowance—Includes Tax and Tips. Receipts are not required for routine meals within these allowances. Number of meals claimed must be shown on travel voucher. For meals rates, the inclusion of suburbs (see definition of suburb) shall be determined by the department head on a case-by-case basis. See tier pricing below. Partial meals such as continental breakfasts or airline meals are not considered meals. If meals of state officials on actual exceed these allowances, receipts are required.

2. - 4. ...

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-EBR (April 1-June 30)	\$80	\$90
Baton Rouge-EBR (July 1-March 31)	\$94	\$104
Covington/Slidell-St. Tammany (April 1-Aug 31)	\$70	\$80

Covington/Slidell-St. Tammany (Sept 1-March 31)	\$95	\$105
Lake Charles-Calcasieu	\$71	\$81
Shreveport-Caddo/Bossier	\$70	\$80
Lafayette (Oct 1-March 29)	\$60	\$70

Tier II

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

LODGING:

	<u>Routine Lodging</u>	<u>Conference Lodging</u>
New Orleans-Orleans, St. Bernard, Jefferson and Plaquemines Parishes (October 1-May 31)	\$140	\$150-State Sponsored \$170-Non-State Sponsored
New Orleans-Orleans, St. Bernard, Jefferson and Plaquemines Parishes (June 1-September 30)	\$110	\$120-State Sponsored \$140-Non-State Sponsored
Out-Of-State (Except Cities Listed in Tier III & IV)	\$75	\$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; San Francisco, CA; Seattle, WA	\$155	\$155
Alexandria, VA; Boston, MA; New York City, NY; Washington DC	\$200	\$200
Chicago, IL and International Cities	\$180	\$180

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\$1507. Parking and Related Parking Expenses

A. ...

B. Parking at the New Orleans Airport. The state's current contract rate is \$6.00 per day and \$36.00 weekly at Park 'N Fly (no receipts required). Documentation required to receive the contract price is your agency issued photo ID, a business card, state issued corporate card or a travel itinerary issued by the state contracted travel agency designating the employee is on "official state business." At the agency discretion an employee may be paid actual expenses up to \$8 per day with a receipt.

C. - D. ...

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

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