

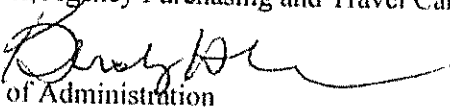
BOBBY JINDAL  
GOVERNOR

KRISTY H. NICHOLS  
COMMISSIONER OF ADMINISTRATION

**State of Louisiana**  
Division of Administration  
Office of the Commissioner

**MEMORANDUM**

**TO:** Agency Heads, Undersecretaries, DOA Section Heads, Agency Purchasing and Travel Personnel, Agency Purchasing and Travel Card Program Administrators

**FROM:** Kristy Nichols   
Commissioner of Administration

**DATE:** September 18, 2014

**RE:** Mandatory Use of a State Card Program for Specific Higher Cost Travel Expenses

In continuing efforts of streamlining processes, I am mandating utilization of the State's Travel Card, P-Card or CBA (Controlled Billed Account) for all higher cost travel expenditures. Therefore airfare, lodging, vehicle rentals and registration must be placed on the LaCarte or Travel card or a CBA. This will improve the State's ability to perform data analytics on travel expenditures and provide the data necessary to improve negotiations with vendors.

To allow time for agencies to educate travelers and revise or develop any internal procedures, this mandate will be effective November 1, 2014.

Some agencies have requested and received approval to utilize the LaCarte card for travel expenditures. Please ensure to follow all program requirements if your agency wishes to handle this mandate through the LaCarte Program.

If you have any questions or concerns, please contact Tammy Toups, Assistant Director of State Travel at [tammy.toups@la.gov](mailto:tammy.toups@la.gov).

Thank you in advance for your continued cooperation.