

State of Louisiana
Office of Technology Services
Travel Policy

Purpose

To define the policy that employees of the Office of Technology Services will follow while traveling on behalf of the Division of Administration and the in-scope Agencies which OTS serves.

Scope

This policy applies to all employees working for the Office of Technology Services.

Definitions

(For the purposes of this document)

- **Routine Travel:** Travel required in the course of performing his/her job duties¹. This does not include non-routine meetings, conferences and out-of-state travel.
- **Work Site:**
 - **Downtown Baton Rouge:** The area of downtown Baton Rouge bordered by Interstate I-110 on the East, South Choctaw on the North, River Road on the West, and Government Street on the south. Employees housed within this geographic area will be defined as having a downtown work site.
 - **All other:** Work site is defined as all areas within one mile of the office workplace.
- **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, registration, lodging, rental vehicles, pre-paid shuttle service, and any other allowable charges outlined in the current State of Louisiana State Liability Travel and CBA Policy. Each Department Head determines the extent of the account’s use.
- **Travel Card:** Credit cards issued in a State of Louisiana employee’s name to be used for specific, higher cost official business travel expenses. Corporate Travel Cards are State liability cards paid by each Agency.
- **In-State Travel:** All travel within the borders of Louisiana or travel through adjacent states between points within Louisiana when such is the most efficient route.
- **Out-of-State Travel:** Travel to any of the other 49 states plus District of Columbia, Puerto Rico, the Virgin Islands, American Samoa, Guam and Saipan.
- **Travel Period:** A period of time between the time of departure and the time of return.
- **Travel Routes:** The most direct traveled route must be used by official state travelers.

Policy

All reimbursable travel by Office of Technology Services (OTS) employees will be made in accordance with [Policy and Procedures Manual Section 49](#) (PPM49) published by the Division of Administration (DOA), and [OTS Travel Procedures](#).

¹ Routine travel may include overnight stays.

Responsibilities

- **Department Heads are responsible for:**
Holding accountable the section heads under their supervision for adhering to all aspects of this policy
- **Section Heads are responsible for:**
 - Assuring that each employee under his/her supervision, current and new:
 - Is made aware of this policy and its contents as well as any forthcoming revisions
 - Is informed that he/she must abide by the contents as well as any forthcoming revisions
 - Is informed of the consequences of violating this policy
 - Providing for formal review of this policy with all employees on a cyclical basis
 - Making available, when possible, state vehicles for use by employees traveling within the domicile
 - Approving all travel authorization request and expense reports for all OTS travel that is on behalf of DOA
- **Managers/Supervisors are responsible for:**
Complying with this policy
- **Employees are responsible for:**
 - Complying with this policy
 - Familiarizing themselves with [PPM49](#) (General Travel Regulations) and any personnel policies or internal procedures before embarking on any travel
 - Utilizing a state vehicle when available
 - Completing all travel related training available in LEO
- **Agency Liaisons are responsible for:**
 - Approving all travel authorization requests and expense reports for all OTS employee travel on behalf of the Agency to which they are assigned
 - Obtaining approval from Agency Undersecretary for all travel authorization requests conducted on behalf of the Agency to which they are assigned
 - Ensuring all approved travel authorizations are scanned and emailed to the OTS travel coordinator at ots.travel@la.gov
- **OTS Travel Administrator is responsible for:**
 - Monitoring the ots.travel@la.gov electronic and physical mailboxes, and processing all travel authorization request and expense reports timely which includes:
 - Auditing the travel request / expense reports to ensure compliance with DOA policies
 - Obtaining any outstanding approvals
 - Scanning and emailing the approved travel authorization and expense reports to the traveler and the supervisor / agency liaison
 - Forwarding the original approved travel authorizations and expense reports to OFSS
 - Maintaining a tracking log and electronic copy of all approved travel authorizations
 - Processing timely requests for payment for hotel and vehicle rental, and airline transportation utilizing OTS's CBA account when appropriate

- **OTS Fleet Manager(s) are responsible for:**
 - Coordinating with Agency Fleet Managers to obtain use of Agency’s pool vehicles when available
 - Maintaining OTS vehicle rental account with contracted provider
 - Assisting OTS employees with obtaining transportation

Exceptions

Requests for exceptions to this Travel Policy shall be justified, documented and submitted in writing to: OTS - IT Travel Administrator (1201 North Third Street, Suite 2-130, Baton Rouge, LA 70802). The Chief Information Officer will be the sole authority that may grant exception to this policy.

Questions

Questions should be directed to the OTS Travel Administrator.

Violations

Employees found to have violated this policy may be subject to nonpayment of costs incurred and disciplinary actions.

Related Policies, Standards, Guidelines

- [PPM49 Travel Policy](#)
- [OTS Travel Procedures](#)

Owner

Division of Administration, Office of Technology Services, Travel Administrator

Contact Information

OTS Travel: ots.travel@la.gov

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12/17/2014

Date	Author	Description
12/17/2014	David Dousay	Creation

Revision History

Authorization

Richard “Dickie” Howze, State Chief Information Officer