

Office of the Commissioner
State of Louisiana
Division of Administration

JEFF LANDRY
GOVERNOR



TAYLOR F. BARRAS
COMMISSIONER OF ADMINISTRATION

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

FROM: Taylor F. Barras
Commissioner of Administration

DATE: May 19, 2025

RE: Travel Policies and Procedures (PPM49)

Below is a summary of the new PPM49 travel regulation additions/changes/clarifications that have been made in the travel policy for fiscal year 2025-2026 beginning July 1, 2025. This is a summary of updates. PPM49 should be reviewed in its entirety each year.

Department Heads, Agency Heads and Presidents are again reminded to exercise all authority with care and reasonableness.

Key Additions/Changes/Clarifications to PPM49:

§1503. B.4.a. – GENERAL TRAVEL SPECIFICATIONS

Change:

4. Advance of funds for travel shall only be made in extraordinary circumstances and any excess funds should be promptly repaid upon return. Cash advances meeting the exception requirement(s) listed below must have an original and itemized receipt to support all expenditures in which a cash advance was given, including meals. At the Agency's discretion, cash advances may be allowed for:

- a. State traveler whose salary is less than \$40,000/year.

§1503. B.4.g. – GENERAL TRAVEL SPECIFICATIONS

Change:

4. Advance of funds for travel shall only be made in extraordinary circumstances and any excess funds should be promptly repaid upon return. Cash advances meeting the exception requirement(s) listed below must have an original and itemized receipt to support all expenditures in which a cash advance was given, including meals. At the Agency's discretion, cash advances may be allowed for:

g. Lodging costs if the hotel(s) will not allow direct bill or charges to agency's CBA and the traveler's salary is less than \$ 40,000/year.

§1504. E.8– METHODS OF TRANSPORTATION

Clarification:

8. Travelers are required to pay all operating expenses for his/her personal vehicle including fuel, repairs, and insurance. Employees using a personal vehicle on official state business should ensure they are in compliance with the mandatory financial responsibility laws for auto liability insurance in the State of Louisiana or the State in which the vehicle is registered. The vehicle's policy will be primary for any accidents/incidents that occur while driving the personal vehicle on state business. Coverage provided through the Office of Risk Management would apply on an excess basis for accidents/incidents that occur while on official state business.

§1504. H.4. – METHODS OF TRANSPORTATION

Addition:

4. Parking charges may be paid using the LaCarte Purchasing Card, Travel Card, or the agency's Central Billing Account (CBA) when such charges are included as part of an itemized hotel lodging invoice.

§1505. B.1. – LODGING

Clarification:

1. Travelers may be allowed the conference lodging rates, plus tax (other than Louisiana Sales Tax) and any mandatory surcharge. Receipts are required along with documentation showing the actual conference rate from the conference organizers.

§1505. D.3. – LODGING

Clarification:

3. Tax recovery charges and/or booking fees are not allowed when booking through companies other than the State of Louisiana's travel agency or its affiliated company.

§1506. A.7. – MEALS AND INCIDENTALS (M&IE)

Clarification:

7. If meals are included in a conference schedule, including continental breakfast, and/or are part of the registration fee, the traveler cannot request/receive additional reimbursement for that meal. If a traveler has dietary restrictions, agencies may allow the traveler to claim reimbursements for any meals provided at a conference, meeting, or other work function that may pose a health risk to the traveler if consumed.

§1506. A.8. – MEALS AND INCIDENTALS (M&IE)

Remove:

8. Meals provided by relatives and/or friends may not be reimbursed unless the host can substantiate costs for providing meals to the traveler. The reimbursement amount for the traveler's portion of the meal must be reimbursed at the actual cost but shall not exceed the published meal rate for the applicable travel location. The traveler must provide documentation and obtain approval from the department head.

§1509. D. – INTERNATIONAL TRAVEL

Clarification:

D. International travelers will be reimbursed based on the U.S. Department of State per diem rates for meals and lodging. **On the first and last travel day, employees are only eligible for 75 percent of the total M&IE rate for the applicable travel location.**

Reminders:

U.S. General Service Administration (GSA) rates for Lodging, Meals, and Incidentals are updated on October 1st.

Employees traveling on behalf of the State are expected to comply with the State Travel Policy (PPM49).

Employees should be trained when hired. The Office of State Travel offers many levels of travel training and is available to assist with the training of your staff to ensure compliance with travel regulations. If you are interested in training classes for your staff, please contact the Office of State Travel at StateTravel@LA.Gov.

Thank you for your cooperation.