


Office of the Commissioner
State of Louisiana
Division of Administration

JOHN BEL EDWARDS
GOVERNOR



JAY DARDENNE
COMMISSIONER OF ADMINISTRATION

TO: ALL ELECTED OFFICIALS, DEPARTMENT HEADS AND
PRESIDENTS OF COLLEGES AND UNIVERSITIES

FROM: JAY DARDENNE, COMMISSIONER 

DATE: JULY 1, 2021

RE: TRAVEL POLICIES AND PROCEDURES

Below is a summary of the new PPM49 travel regulation additions/changes/clarifications that have been made in the travel policy for fiscal year 2021-2022. 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:

S1502. A. – DEFINITIONS

This note has been added:

Contractors are not exempted from paying state taxes therefore; the agency may reimburse contractors for state taxes.

S1503. A. 5 – GENERAL SPECIFICATIONS

This section has been added:

Grant Funds- Any grant funds paid directly to an agency/university/board must follow PPM 49 rules and regulations.

S1503. A. 8 – GENERAL SPECIFICATIONS

Also within sections S1504; have been changed to read:

The state has contracts for all rentals based out of Louisiana through Enterprise, National and Hertz, which use is mandatory.

S1506. A. 3 – LODGING AND MEALS

This section has changed:

Single Day Travel meal reimbursements have been updated.

S1507. B. – PARKING AND RELATED PARKING EXPENSES

This section has been changed:

New Orleans Airport Parking – At this time, only USPARK's, uncovered parking is reimbursable at a rate of \$14.00/day plus tax with a receipt (as published on USPARK.net). In the event that USPARK has no availability, prior approval from the Office of State Travel must be obtained to receive actual reimbursement for other airport parking in New Orleans.

S1511. D. – INTERNATIONAL TRAVEL

This section has been added to include:

A Department Head or his/her designee may approve a traveler's reimbursement request for a rapid COVID-19 test, if the employee will be traveling on official state business, (receipts are required). If the employee is traveling internationally and it is required that the traveler be quarantined for a certain period; hotel, meals and internet expenses are allowed to be reimbursed per PPM49 tier rates.

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.

Thank you for your cooperation.