

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: MAY 31, 2022

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 2022-2023 beginning July 1, 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:

§1503. A.5. – GENERAL SPECIFICATIONS

Clarification:

Grant Funds - Any agency that receives grant funds must follow PPM49 rules and regulations and any travel regulations contained in the grant. Sub recipients that are not classified as a state agency are not subject to PPM49.

Example: DOTD receives a federal grant and the City of New Orleans is a sub recipient of that grant, the City of New Orleans is not required to follow PPM49 but must follow their established policies and any regulations contained in the grant.

§1503. A.12. – GENERAL SPECIFICATIONS

Addition:

A department head or his/her designee may approve a traveler's reimbursement request for a communicable disease test if the employee will be traveling on official state business. Receipts are required to be reimbursed. Hotel, meals, and internet expenses are allowed to be reimbursed per the published PPM49 tier rates when quarantine is required for a certain period.

§1504. C.6. – METHODS OF TRANSPORTATION

Change:

99 mile reimbursement limitation has been removed but a state-owned vehicle or state-rented vehicle should be used prior to a personal vehicle when mileage exceeds 99 miles per §1504 C.6

§1504. C.7. – METHODS OF TRANSPORTATION

Addition:

Motorcycles/bicycles/mopeds/motorized scooters (including e-scooters) shall not be used for official State travel. No passengers may be transported, at any time on official State Travel, on motorcycles/bicycles/mopeds/motorized scooters (including e-scooters).

§1504. E.5. – METHODS OF TRANSPORTATION

Addition:

If a traveler is requested to take his/her 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 or part of en route travel expenses (for example – lodging, meals, and mileage). **Documentation must be kept on file to show cost savings or justification as to why personal vehicle mileage, lodging, and meals while in transit were approved for out-of-state travel exceeding 99 miles.**

§1504. G.1. – GENERAL SPECIFICATIONS

Addition

The cost of public ground transportation such as buses, subways, airport shuttles/limousines, ferries, tolls, and taxis are reimbursable when the expenses are incurred as part of approved State travel. **Credit card fees charged by these services are reimbursable.**

§1505. D.1. – LODGING

Addition/Change:

Many hotels charge mandatory fees variously termed “resort fees,” “amenity fees,” “urban destination fees,” “facilities fees” and “daily destination fees,” among others. Agencies should review these fees and see what they include before authorizing reimbursement, as they can vary from simply covering internet access to including items that may be considered gifts, like tours or tickets. If the fees do not include an item that can be considered a gift, these fees are reimbursable but should not exceed the applicable tier rate when combined with the daily room rate. If the daily room rate plus the fee exceed the applicable tier rate, prior approval is required from the Commissioner of Administration unless in accordance with §1505.H.1.

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.