

**BOBBY JINDAL**  
GOVERNOR



**KRISTY H. NICHOLS**  
COMMISSIONER OF ADMINISTRATION

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

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

FROM: KRISTY H. NICHOLS  
COMMISSIONER

DATE: JULY 1, 2013

RE: TRAVEL POLICIES AND PROCEDURES

Below is a summary of the new travel regulation additions, changes, and clarifications that have been made in the travel policy for fiscal year 2013-2014. As always, this is just a summary, as PPM49 should always be reviewed in its entirety each year.

**Key Additions/Changes/Clarifications to PPM49:**

**S1503.B.2.b. FUNDS FOR TRAVEL EXPENSES**

**Changes have been made under cash advances, section 2b**

State employees who accompany and/or are responsible for students or athletes for group travel advance. Note: In this case and in regards to meals, where there is group travel advancements, a roster with signatures of each group member along with the amount of funds received by each group member, may be substituted for individual receipts. (This does not apply when given for only an individual employee's travel which is over the group.)

**S1504.C MOTOR VEHICLE**

**Changes have been made regarding student use of state-owned and rental vehicles from Office of Risk Management**

Students not employed by the State shall not be authorized to drive state-owned or rented vehicles for use on official state business. A student may be deemed as an "authorized traveler" on behalf of the State by the Department Head or his designee to operate or travel in a state-owned or rented vehicle on official state business. The hold harmless agreement form acknowledging the fact that the state assumes no liability for any loss, injury, or death resulting from said travel must be signed as part of the approval process. A centralized file must be kept containing all of these approvals.

**S1504.C.2 & 3 MOTOR VEHICLE; PERSONALLY OWNED AND RENTED**

Changes have been made throughout these sections to incorporate the Commissioner's requirements in the letter dated January 31, 2013 regarding personal mileage reimbursement over 99 miles.

Addition was also added in these sections which would exempt students from obtaining approval from the Commissioner to be reimbursed for actual mileage.

**S1504.C.3.c OUT-OF-STATE VEHICLE RENTAL**

Changes have been made which make all out-of-state contracts MANDATORY. Any person which is being reimbursed by the State of Louisiana for travel must use one of the three contracted vendors; Enterprise, National or Hertz.

**1506. C. MEAL AND LODGING ALLOWANCES**

Changes have been made to Tier III lodging, reducing the maximum allowance to \$120 per night.

**1506. A.3 LODGING AND MEALS; ELIGIBILITY; OFFICIAL DOMICILE/TEMPORARY ASSIGNMENT**

Addition has been made which would exempt students from obtaining approval from the Commissioner when traveling under certain circumstances.

The only exemption, for travel of 31 days or more, which does not require the Commissioner of Administration's approval, are students, professors or other state employees which are traveling on a grant, scholarship, studying aboard or any other occasion where funds utilized are other than state general funds. Department Head approval is required.

**1509. D SPECIAL MEALS; REPORTING**

Changes have been made to the reporting requirement. All special meals shall be reported on a quarterly basis, not semi-annual as previously required. Remember the reports must be in the format outlined in this section.

1. Name and position/title of the state officer or employee requesting authority to incur expenses and assuming responsibility for such.
2. Clear justification of the necessity and appropriateness of the request.
3. Names, official titles or affiliations of all persons for whom reimbursement of meal expenses is being requested;
4. Statement that allowances for meal reimbursement according to these regulations will be followed unless specific approval is received from the Commissioner of Administration to exceed this reimbursement limitation.
  - a. All of the following must be reviewed and approved by the Department Head or his/her designee prior to reimbursement.
  - b. Detailed breakdown of all expenses incurred, with appropriate receipts(s);
  - c. Subtraction of cost of any alcoholic beverages.

Remember, employees should be trained at time of hiring as well as refresher classes conducted at least once a year. The Office of State Travel offers many levels of travel training and will be glad to assist any agency with the training of your staff to ensure your employees are in compliance with travel regulations. If you are interested in training classes for your staff, please contact the State Travel Office to set up dates and times.

Employees traveling on behalf of the State are expected to comply with this state travel policy (PPM49). Thank you for your cooperation.