

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, 2014

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 2014-2015. As always, this is just a summary, as PPM49 should always be reviewed in its entirety each year.

Key Additions/Changes/Clarifications to PPM49:

S1504.B.2.b. METHOD OF TRANSPORTATION, AIR

This section has been added

Note: Cost of a preferred or premium seat is not reimbursable. To avoid these charges or to avoid being bumped, a traveler must check in as early as possible. A traveler should check-in online 24 hours prior to a flight or check-in at the airport several hours prior to departure to obtain a seat assignment. Please be aware that it is a strict airline policy that a traveler must check-in, at a minimum, prior to 30 minutes of departure. The airlines are very strict about this policy. Airline rules typically state that if you don't arrive at least 30 minutes before the schedule departure, you may forfeit your reservation. The earlier you arrive at the gate increases the chances of retaining your original reservation and assurance of a seat on the flight purchased.

S1504.C.2.h METHOD OF TRANSPORTATION, MOTOR VEHICLE

Reiteration for vehicle and lump sum allowances

When someone is granted a monthly vehicle allowance or lump sum allowance, they are not to request or be reimbursed for mileage, fuel or rental vehicles without prior approval from the Commissioner of Administration.

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

Changes have been made in these sections to incorporate the exemption granted for members of board and commissions regarding the 99 miles maximum allowance.

S1506 LODGING AND MEALS

Changes have been made to lodging and meal rates, which ultimately affects the single day travel rates in section A.3 as well.

Review this section in its entirety for complete changes.

1509 SPECIAL MEALS

Change has been made to allow for a reasonable tip when food is delivered from an outside vendor. Tips should never exceed 20%.

1512 WAIVERS

Clarification has been to this section

All waivers of PPM49 must receive prior approval from the Commissioner of Administration, except in emergency situations.

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.