

Office of the Commissioner
State of Louisiana
Division of Administration

JOHN BEL EDWARDS
GOVERNOR



JAY DARDENNE
COMMISSIONER OF ADMINISTRATION

MEMORANDUM

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

FROM: Jay Dardenne
Commissioner of Administration

DATE: July 1, 2016

RE: Travel Policies and Procedures

The Division of Administration is committed to simplifying/clarifying travel processes and/or approvals. Department Heads, Agency Heads and Presidents are again reminded to exercise all authority with care and reasonableness.

Below is a summary of the new travel regulation additions/changes/clarifications that have been made in the travel policy for fiscal year 2016-2017. As always, this is just a summary, as PPM49 should always be reviewed in its entirety each year.

Key Additions/Changes/Clarifications to PPM49:

Mandatory utilization of HotelPlanner Contract has been removed from all applicable sections throughout PPM49.

S1504.B.2.j. – METHOD OF TRANSPORTATION

This Section has been changed to read:

In addition, the Department Head, at a minimum of **three** months prior to expiration, must review all unused airfare to determine, based on the traveler's justification, if reimbursement from the traveler must be made to the agency for the amount of the unused ticket. All files must be properly documented.

S1504.C.1.a. – METHOD OF TRANSPORTATION

This section has been changed to read:

If traveler utilizes anything other than regular unleaded gasoline unless vehicle requires diesel, or any other manufactory mandated grade, without justification and prior approval from the

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agency Department Head, traveler must reimburse the agency the difference between what was paid and the state average gasoline rate.

S1506.C.6 – LODGING AND MEALS

This section has been changed added:

Resort fees are not allowable unless attending a conference and/or if a traveler is staying in a city that all hotels are charging a resort fee.

S1506.C – LODGING AND MEALS

This section has been changed:

Tier Pricing has changed in some areas. Please see section for complete list of changes.

S1507.A – PARKING AND RELATED PARKING EXPENSES

This section has been changed to delete the following:

At the agency discretion an employee may be paid actual expenses up to \$5.00 per day with a receipt.

S1507.B – PARKING AND RELATED PARKING EXPENSES

This section has been changed Park-N-Fly's promotional code to 0050930.

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.