

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, 2020

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 2020-2021. As always this is just a summary, as 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:

Effective January 1, 2021

State of Louisiana's mandated travel management company for all airfare will be serviced through Christopherson Business Travel.

S1503.B.2 – FUNDS FOR TRAVEL EXPENSES

The word "itemized" has been added for clarification:

Exemptions: Cash advance(s) meeting the exception requirement(s) listed below must have an original and itemized receipt to support all expenditures in which a cash advance was given, including meals. At the Agency's discretion, cash advances may be allowed for:

S1504.C – METHOD OF TRANSPORTATION

This section has been changed:

Personal vehicle mileage reimbursement has been changed to \$0.57 per mile, up to a maximum of 99 miles, without prior approval.

S1506.C – LODGING AND MEALS – TIERS 1-IV

This section has been changed:

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

S1506.C.5 – LODGING AND MEALS

The following has been added for clarification:

Receipts are required along with documentation showing the actual conference rate.

S1507.B– PARKING AND RELATED PARKING EXPENSES

This section has been changed in entirety:

At this time, only USPARK's, uncovered parking is reimbursable with a receipt (as published on USPARK.net).

S1509.C – SPECIAL MEALS

The following has been added for clarification:

A sign-in sheet is required.

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.