

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, 2017

RE: TRAVEL POLICIES AND PROCEDURES

Below is a summary of the new travel regulation additions/changes/clarifications that have been made in the travel policy for fiscal year 2017-2018. As always, this is just a summary, as PPM49 should always 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:

S1503A.8.b – GENERAL SPECIFICATIONS, AUTHORIZATION TO TRAVEL

This section has been added:

No agency/university/board may have a blanket authorization for out of state travel.

S1504.B.1.b.i – METHOD OF TRANSPORTATION, AIR

This section has been changed:

Chartered or un-chartered privately owned aircraft has been changed to \$1.15 cents per mile.

S1504.C – METHOD OF TRANSPORTATION, MOTOR VEHICLES

This section has been changed:

Personal vehicle mileage reimbursement has been increased to \$.53 cent per mile with a maximum of 99 miles per trip and/or day without proper approvals.

S1504.C.3.i – METHOD OF TRANSPORTATION, MOTOR VEHICLES

This section has been changed to read:

NO OTHER INSURANCE WILL BE REIMBURSED WHEN RENTING, EXCEPT WHEN RENTING OUTSIDE THE 50 UNITED STATES, SEE SECTION 1504. C.3.j. There should be no other charges added to the base price, unless the traveler reserves the vehicle at an airport location (which is NOT allowed for daily routine travel unless prior approval from the Commissioner of Administrator). Reimbursable amounts would then be submitted at the end of the trip on a travel expense form.

S1504.D. – METHOD OF TRANSPORTATION, PUBLIC GROUND TRANSPORTATION

This section has been changed:

A driver's tip for shuttle/limousines and taxis may be given and must not exceed 20% of total charge.

All other forms of public transportation, where a receipt is not possible and other than those listed above, are limited to \$10.00 per day without a receipt, claims in excess of \$10 per day requires a receipt. At the agency's discretion, the Department Head may implement an agency wide policy requiring receipts for all public transportation request less than \$10 per day.

S1505.A.2 – STATE ISSUED TRAVEL CREDIT CARDS/CBA ACCOUNTS

This section has been added:

If a hosted conference vendor does not accept credit card payment for registration or lodging expense, the Department Head may approve for payment(s) to be made by other means. Traveler must submit supporting documentation from vendor stating they do not accept credit card payments. The supporting document must be kept with the travel expense form.

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.

S1506.C.8 – MEALS AND LODGING ALLOWANCES

This section has been added:

If staying at a designated conference hotel or the overflow hotel(s) you may not rent a rental vehicle unless prior approval is granted from the Department Head. Rental must be for official state business needs with supporting documentation maintained in the file.

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.