

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, 2018

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 2018-2019. 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.4 – GENERAL SPECIFICATIONS, AUTHORIZATION TO TRAVEL

This section has been added:

Department Heads must submit exemption request(s) annually. No exemption request(s) is granted on a permanent basis.

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 \$1.21 cents per mile.

S1504.B.2.h – METHOD OF TRANSPORTATION, AIR

This section has been changed to read:

Employees may retain hotel reward points and frequent flyer miles earned on official state travel, unless an agency deems them property of the state. However, if an employee makes travel arrangements that favor a preferred airline/supplier to receive these rewards points and this circumvents purchasing the most economical means of travel, they are in violation of this travel policy. Costs for travel arrangements subject to this violation are non-reimbursable.

S1504.C.2 – METHOD OF TRANSPORTATION, PERSONAL OWNED VEHICLES

This section has been changed:

Personal vehicle mileage reimbursement has been changed to \$0.54 per mile, up to a maximum of 99 miles, without prior approval.

S1504.C.2.b – METHOD OF TRANSPORTATION, PERSONAL OWNED VEHICLES

This section has been added:

At the discretion of the Department Head or his/her designee, mileage to and from airport(s) may be allowed while on official state business. Mileage reimbursements may only be considered during non-working hours or weekends.

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

This section has been added:

If utilizing Uber or Lyft type services, only a standard size vehicle is reimbursable with an itemized receipt. Premium or larger vehicles size are not reimbursable.

When travelers utilize a free shuttle service, a \$3.00 tip may be allowed. This is not an automatic tip reimbursement, as travelers must show proof that the service was utilized

S1506.C.7 and 8 – LODGING AND MEALS

This section has been added:

Tax Recovery Charges, Service fees and/or Booking fees are not allowed when booking through companies other than Short's Travel Management.

Traveler will be responsible for reimbursing agency for any In-State taxes when tax exemption form is not presented at time of check-in at hotel.

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

This section has been changed:

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

S1507.A&B– PARKING AND RELATED PARKING EXPENSES

This section has been changed:

Receipts for the Baton Rouge Airport and Park-N-Fly is now 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.