

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, 2019

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 2019-2020. 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:**

**S1502 A – DEFINITIONS**

**This definition has been added:**

Allowance-Maximum amount allowed for travel expenses while traveling on official state business.

**S1503.B.3 – FUNDS FOR TRAVEL EXPENSES**

**This section has been added:**

Sponsored Travel, as related to Act 200, revised August 2018, requires completion of Ethics Disclosure Form 413. It is the traveler's responsibility to properly complete and submit to the Board of Ethics in the time required. The form can be downloaded from <http://ethics.la.gov/pub/CampFinan/Forms/Form413f.pdf?20190402>

**S1504, S1507 & S1508**

**These sections have been changed:**

Tip allowances have increased in these sections. (Read sections for complete information)

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

**This section has been changed:**

Personal vehicle mileage reimbursement has been changed to \$0.58 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 changed to read:**

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. This approval may include reimbursement for an employee who is being dropped off and/or picked up from airports. Reimbursement may not exceed a maximum of 99 miles per round trip and/or day at a rate of .58 cents per mile. Personal vehicle mileage reimbursements require an odometer reading or website mileage calculator.

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

**This section has changed to read:**

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. Any additional charges other than standard fare rates are not reimbursable (i.e. wait time fees). Travelers should utilize the most economic ground transportation without occurring additional markup fees.

**S1506.B.2 and 5 – LODGING AND MEALS**

**This section has changed:**

**2. Actual Expenses for Elected Official’s Section has been clarified**

**5. Under Conference Lodging Allowance the following has been added:**

Training courses which are several days and have a designated hotel and rate, can be considered a “conference hotel” and therefore the designated rate can be allowed.

**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:**

Baton Rouge Airport rate is changed to \$4.50 per day (receipts required)

New Orleans Airport Parking – Park-N-Fly rate is changed to \$8.50/day, \$59.50/week (receipts required)

**S1508.A.1-3– REIMBURSEMENT OF OTHER EXPENSES, Communications Expenses**

**This section has been changed to include:**

If a traveler has an official state phone and/or is receiving a monthly stipend, reimbursements are not allowed.

**S1510. C.& D. – AGENCY HOSTED CONFERENCES, Conference Lunch Allowances**

**The following has been added and changed to this section:**

C. Any gratuity which is not mandated must not exceed 20%.

Lunch allowance for In-State excluding New Orleans is now \$25

Lunch allowance for New Orleans and Out-of-State is now \$30

**The following has been changed:**

D. Refreshment Allowances has increased to \$5.50 per person, per morning and/or afternoon sessions.

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.