



State of Louisiana
Division of Administration
Office of the Commissioner

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

FROM: Paul W. Rainwater
Commissioner

DATE: July 1, 2012

RE: PPM49 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 2012-2013. As always, this is just a summary, as PPM49 should always be reviewed in its entirety each year.

Key Additions/Changes/Clarifications to PPM49:

Changes have been made throughout PPM49 to reflect allowances in the new State Liability Travel Card, CBA Policy and LaCarte Purchasing Card Policy.

S1502. DEFINITIONS –

Changes have been made under “Controlled Billed Account (CBA)”

Changed CBA definition to include allowable charges outlined in the current State of Louisiana State Liability Travel and CBA Policy.

Changes have been made under “Corporate Travel Card”

Changed liability and payments to State responsibility instead of Individual Liability.

Clarification under “Receipts/Document Requirements”

The definition has been reworded to ensure agencies are being provided documentation inclusive of original receipts.

S1503. GENERAL SPECIFICATIONS

Section B.1. – the following change has been made:

State corporate travel card, agency CBA account and LaCarte Purchasing Card, if allowed, has been added as means to assist the traveler for higher cost travel expenses.

Section B.2 – the section has been clarified, as well as changes made. Please read section for complete clarifications/changes.

Main change is that if exemptions are met, as outlined in section b.2, and a cash advance given, the traveler must present original receipts to the agency, upon return, to support all expenditures, including meals.

Section C.4 – the following change has been made:

Claims should be submitted in the month following travel or held until a reimbursement of at least \$25 is due.

S1504. METHODS OF TRANSPORTATION

Section B.2 – the following has been added:

While state contractors are not required to use the state’s contracted travel agency when purchasing airfare, it will be the agency’s responsibility to monitor cost ensuring that the contractor(s) are purchasing the lowest, most logical airfare.

Section B.2.j - the following has been added:

Tickets which are unused by a traveler should always be monitored by the traveler and the agency. Traveler should ensure that any unused ticket is considered when planning future travel arrangements. Some airlines have a policy which would allow for a name change to another employee within the agency. A view of the latest airline policies regarding unused tickets are available at the State Travel Office’s website

<http://www.doa.louisiana.gov/osp/travel/airfare.htm>

S1506. LODGING AND MEALS

Section A.3 – the following change has been made:

The maximum allowance for meal reimbursement for single day travel will be \$37.00

Section B.1 - the following clarification has been made:

The authority to allow department heads to approve actual costs, not exceeding 50%, for routine lodging on a case by case basis, is an authority for lodging increase only and not any other section of PPM49.

Section C. 1 – the following has been added:

When a cash advance is received, receipts for meals are required;

And,

If a meal is included in a conference schedule, it is part of the registration fee, therefore, an employee cannot request/receive additional reimbursement for that meal.

Section C. 5 – the following has been added:

In the event a traveler chooses to stay at a hotel which is not associated with the conference, then the traveler is subject to making reservations and getting reimbursed within the hotel rates allowed in routine lodging only.

Section C Tier Pricing

Please see section for all changes.

S1507. PARKING AND RELATED PARKING EXPENSES

Section A – the following changes have been made:

For Parking at the Baton Rouge Airport:

Documentation required to receive the contract price is the airport certificate and a State ID. If the agency does not issue a State ID, the traveler would need a business card and a driver’s license along with the certificate to be eligible for the state contracted rate.

For Parking at New Orleans Airport with Park-N-Fly:

To allow online reservation, Park-N-Fly will begin charging a flat \$7.00 per day rate, which will be inclusive of the \$6 per day charge and all allowable taxes/charges minus the State of Louisiana tax, in which state employees on official business are exempt. No other documentation will be required to receive this rate.

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.