

Office of the Commissioner
State of Louisiana
Division of Administration

JEFF LANDRY
GOVERNOR



TAYLOR F. BARRAS
COMMISSIONER OF ADMINISTRATION

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

FROM: Taylor F. Barras
Commissioner of Administration

DATE: June 12, 2024

RE: Travel Policies and Procedures (PPM49)

A handwritten signature in black ink, appearing to read "Taylor F. Barras".

Below is a summary of the new PPM49 travel regulation additions/changes/clarifications that have been made in the travel policy for fiscal year 2024-2025 beginning July 1, 2024. This is a summary of updates. 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:

§1503. A.11.d. – GENERAL TRAVEL SPECIFICATIONS

Addition:

- d. International travel and travel to U.S. Territories require prior approval from the Commissioner of Administration.
- a. The entity head of higher education institutions or his/her designee may approve international travel and travel to U.S. Territories prior to the departure date.

This policy addition will now require the Commissioner of Administration's approval for travel to U.S. Territories for all state agencies other than higher education.

§1504. G.3. – GROUND TRANSPORTATION

Change:

3. Uber or Lyft services are reimbursable with an itemized receipt. Premium vehicles are not reimbursable. Agencies may reimburse tolls, surcharges, and fees (excluding wait time fees) when it is determined that these services are the most cost effective option. Wait time fees are not a reimbursable expense. Travelers should try to utilize the most economic ground transportation without incurring additional fees or surge pricing.

- a. Uber Black, Uber Black XL, and Uber Premier are not reimbursable
- b. Lyft Lux, Lyft Lux Black, and Lyft Lux Black XL are not reimbursable
- c. UberXL and Lyft XL are reimbursable with two or more passengers

§1505. A.2. – LODGING

Change:

- 2. Alaska, Hawaii, and U.S. Territories shall follow the rate below:
 - a. Lodging Rate - ~~\$225~~ per night

§1506. A.2. – MEALS AND INCIDENTALS (M&IE)

Change:

- 2. Alaska, Hawaii, and U.S. Territories shall follow the rates below:
 - a. Meals – Breakfast ~~\$20~~, Lunch ~~\$34~~, Dinner ~~\$51~~
 - b. Incidentals - \$5 per day
 - c. First and Last day meal and incidental reimbursements shall not exceed ~~\$82.50~~

§1506. A.5.b. – MEALS AND INCIDENTALS (M&IE)

Clarification:

- b. Student group trips **including employees required to travel with student groups** (including athletic travel) are eligible for the full M&IE rate on the first and last day of travel for the applicable travel location when travel begins prior to 8:00am and ends beyond 8:00pm.

§1506. A.7. – MEALS AND INCIDENTALS (M&IE)

Clarification:

- b. If meals are included in a conference schedule, **including continental breakfast**, and are part of the registration fee, the traveler cannot request/receive additional reimbursement for that meal. If a traveler has dietary restrictions, agencies may allow the traveler to claim reimbursements for any meals provided at a conference, meeting, or other work function that may pose a health risk to the traveler if consumed.

§1506. B.1. – MEALS AND INCIDENTALS (M&IE)

Clarification:

- 1. Special meal needs are infrequent, extraordinary, and/or emergency situations when state employees are required by their supervisor to work more than a twelve-hour weekday or six-hours on a weekend. Special meals also includes meals provided during working meetings of department staff. Special meals do not include normal visits, meetings, or reviews.
 - a. **Special meals should not be served at brief meetings, particularly meetings that could be scheduled at times other than meal times.**

§1507. A. –REIMBURSEMENT FOR OTHER EXPENSES WHILE IN TRAVEL STATUS

Addition:

1. Travelers with a state issued phone or receiving a monthly stipend are not allowed communication reimbursements for domestic travel.
2. State business communication costs may be reimbursed with receipts.
3. For international travel - up to \$10 for personal calls upon arrival at each destination and up to \$10 for personal calls every second night after the first night, if the travel extends several days. International charges by mobile service providers may be reimbursed with receipts and justification of the business need. If travelers are reimbursed for international charges, the traveler is not allowed to receive an allowance for personal calls.

Reminders:

U.S. General Service Administration (GSA) rates for Lodging, Meals, and Incidentals are updated on October 1st.

Employees traveling on behalf of the State are expected to comply with the State Travel Policy (PPM49).

Employees should be trained when hired. The Office of State Travel offers many levels of travel training and is available to assist with the training of your staff to ensure compliance with travel regulations. If you are interested in training classes for your staff, please contact the Office of State Travel at StateTravel@LA.Gov.

Thank you for your cooperation.