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GOVERNOR

ANGELE DAVIS  
COMMISSIONER OF ADMINISTRATION

**State of Louisiana**  
Division of Administration  
Office of the Commissioner

TO: ALL ELECTED OFFICIALS, DEPARTMENT HEADS AND  
PRESIDENTS OF COLLEGES AND UNIVERSITIES

FROM: ANGELE DAVIS  
COMMISSIONER

DATE: JULY 1, 2009

RE: TRAVEL POLICIES AND PROCEDURES

The new travel regulations incorporate additional changes to streamline the travel approval process. Department Heads, Agency Heads and Presidents are again reminded to exercise all authority with care and reasonableness.

Below is a summary of the new travel regulation additions/changes that have been made in the travel policy for fiscal year 2009-2010. This is just a summary, as PPM49 should always be reviewed in its entirety each year.

**Key Revisions to PPM49:**

**\*Definitions added for Higher Education Entities, Passport and VISA;**  
See Section 1502

**\*Mileage Allowance for Personally Owned Vehicles remains at .52 cents per mile;**  
See Section 1504.C.2

**\*Vehicle Rentals may now be approved by Department Head or his designee;**  
See Section 1504.C.3.c

**\*Single Day Meal Allowance Changes;** See Section 1506.A.3

**\*Tier I and Tier II meal and hotel allowance changes;** See Section 1506.C

**\*Baton Rouge Airport Parking Rates** – Rates remain the same, however, \$3.50 rate is now honored for both indoor parking garage as well as the outside fenced parking lot at the airport. Documentation required to receive the contract price is a parking coupon, state ID or a travel itinerary issued by the state contract travel agency. See Section 1507.A

**\*Excess (overweight) baggage charges allowances defined; See Section 1508.D.**

**\*Special meals authority changes for Higher Education; See Section 1509.B and D.**

**\*Agency Hosted Conferences necessary approvals further defined; See Section 1510.B**

**\*International Travel authority changes for Higher Education; See Section 1511.A**

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 employees are in compliance with the travel regulations.

If you are interested in training classes for your staff, please contact the State Travel Office to set up dates and times.

I am again asking for each department and employees complete support in complying with the state travel policy (PPM49).