

NOTICE OF INTENT

Office of the Governor Division of Administration

General Travel—PPM 49 (LAC 4:V.Chapter 15)

The Division of Administration under the authority granted by R.S. 39:231, has determined that it is necessary to exercise the emergency provisions of R.S. 49:950-968. to amend Title 4, Part V, Policy and Procedure Memoranda, Chapter 15, General Travel Regulations—PPM Number 49. Under this authority, the commissioner of administration is revising per diem rates (mileage, meals and lodging) to more accurately reflect the cost associated for state business travel and to clarify certain sections of PPM 49.

Title 4

ADMINISTRATION

Part V. Policy and Procedure Memorandum

Chapter 15. General Travel Regulations - PPM Number 49

§1503. General Specifications

A.1. - 2. ...

A.3. Contracted Travel Services

The state has contracted for travel-agency services which must be used unless exemptions have been granted by Division of Administration prior to travel. Reservations for in-state hotel/motel accommodations are not required to be made through the contracted travel agencies.

A.4. - 8. ...

AUTHORITY NOTE: Promulgated in accordance with R.S. 39:231.

HISTORICAL NOTE: Written by the Office of the Governor, Division of Administration, November 1, 1972, promulgated LR 1:179 (April 1975), amended LR 1:338 (August 1975), LR 2:312 (October 1976), LR 5:93 (May 1979), LR 8:405 (August 1980), LR 7:7 (January 1981), LR 8:406 (August 1982), LR 15:820 (October 1989), LR 16: (November 1990), LR 22:

Subchapter B. Definitions

§1507. Definitions

A. For the purposes of this PPM, the following words have the meaning indicated.

Authorized Persons—

a. advisors, consultants, contractors, or other persons who are called upon to contribute time and services to the state who are not otherwise required to be reimbursed through a contract for professional, personal, or consulting services in accordance with R.S. 39:1481 et seq.;

b. members of boards, commissions, and advisory councils required by federal or state legislation or regulation. Travel allowance levels for all such members and any staff shall be those authorized for state employees unless specific allowances are legislatively provided.

*Conference/Convention—*is herein defined as a meeting for a specific purpose and/objective. Documentation required is a formal agenda and/or program.

*Emergency Travel—*under extraordinary circumstances where the best interests of the state require that travel be undertaken not in compliance with these regulations, approval after the fact by the commissioner of administration may be given if appropriate documentation is presented promptly. Each department shall establish internal procedures for authorizing travel in emergency situations.

*Extended Stays—*any assignment made for a period of 31 or more consecutive days at a place other than the official domicile.

*In-State Travel—*all travel within the borders of Louisiana or travel through adjacent states between points within Louisiana when such is the most efficient route.

*International Travel—*all travel to destinations outside the 50 United States, District of Columbia, Puerto Rico and the Virgin Islands.

*Official Domicile—*every state officer, employees, and authorized person, except those on temporary assignment, shall be assigned an official domicile.

a. Except where fixed by law, official domicile of an officer or employee assigned to an office shall be, at a minimum, the city limits in which the office is located. The department head or his designee should determine the extent of any surrounding area to be included, such as parish or region. As a guideline, a radius of at least 30 miles is recommended. The official domicile of an authorized person shall be the city in which the person resides, except when the department head has designated another location (such as the person's workplace).

b. A traveler whose residence is other than the office domicile of his/her office shall not receive travel and subsistence while at his/her official domicile nor shall he/she receive reimbursement for travel to and from his/her residence.

c. The official domicile of a person located in the field shall be the city or town nearest to the area where the majority of work is performed, or such city, town, or area as may be designated by the department head, provided that in all cases such designation must be in the best interests of the agency and not for the convenience of the person.

Out-of-state Travel—travel to any of the other 49 states plus District of Columbia, Puerto Rico and the Virgin Islands.

Per Diem—a flat rate paid in lieu of travel reimbursement for people on extended stays.

State Employee—employees below the level of state officer.

State Officer—

- a. state elected officials;
- b. department head as defined by Title 36 of the Louisiana Revised Statutes (secretary, deputy secretary, undersecretary, assistant secretary, and the equivalent positions in higher education and the office of elected officials).

Temporary Assignment—any assignment made for a period of less than 31 consecutive days at a place other than the official domicile.

Travel Period—a period of time between the time of departure and the time of return.

Travel Routes—the most direct and usually traveled route must be used by official state travelers. All mileage shall be computed on the basis of odometer readings from point of origin to point of return.

Traveler—a state officer, state employee, or authorized person when performing authorized travel.

AUTHORITY NOTE: Promulgated in accordance with R.S. 39:231.

HISTORICAL NOTE: Written by the Office of the Governor, Division of Administration, November 1, 1972, promulgated LR 1:179 (April 1975), amended LR 1:338 (August 1975), LR 2:312 (October 1976), LR 5:93 (May 1979), LR 8:405 (August 1980), LR 7.7 (January 1981), LR 8:406 (August 1982), LR 15:820 (October 1989), LR 16:965 (November 1990), LR 22:

Subchapter C. Methods of Transportation

§1508. Cost-effective Transportation

The most cost-effective method of transportation that will accomplish the purpose of the travel shall be selected. Among the factors to be considered should be length of travel time, cost of operation of a vehicle, cost and availability of common carrier services, etc.

AUTHORITY NOTE: Promulgated in accordance with R.S. 39:231.

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§1509. Air

A.- D.4. ...

E. A lost airline ticket is the responsibility of the person to whom the ticket was issued. The airline charge of searching and refunding lost tickets will be charged to the traveler. The difference between the prepaid amount and the amount refunded by the airlines must be paid by employee.

F. Companion fares when purchased for a state employee and non-state employee, reimbursement to the state employee will be the amount of the lowest logical fare.

G. Contract airfares are to be booked only through the state's contracted travel agencies and are to be used for official state business. Contract airfares alleviate penalties and restrictions. These fares cannot be used for personal/ companion or spouse travel.

H. Traveler is to use the lowest logical airfare whether the plane is a prop or jet.

I. Frequent flyer miles accumulated from official state business must be used to purchase ticket's for official business. Each individual is solely responsible for notification to their agency or department.

AUTHORITY NOTE: Promulgated in accordance with R.S. 39:231.

HISTORICAL NOTE: Written by the Office of the Governor, Division of Administration, November 1, 1972, promulgated LR 1:179 (April 1975), amended LR 1:338 (August 1975), LR 2:312 (October 1976), LR 5:93 (May 1979), LR 8:405 (August 1980), LR 7.7 (January 1981), LR 8:406 (August 1982), LR 15:821 (October 1989), LR 16:967 (November 1990), LR 22:

§1511. Motor Vehicle

A. - B.1.e. ...

2. Personally-Owned Vehicles

a. ...

b. A mileage allowance shall be authorized for travelers approved to use personally-owned vehicles while conducting official state business. Mileage shall be reimbursable on the basis of 26 cents per mile.

c. ...

d. When the use of a privately-owned vehicle has been approved by the department head for out-of-state travel, the traveler will be reimbursed for in-route expenses inclusive of meals, lodging, and mileage on the basis of 26 cents per mile. The total cost of the mileage may not exceed the cost of travel by state contract air rate or coach rate, if no contract rate is available.

2.e.-3.e ...

AUTHORITY NOTE: Promulgated in accordance with R.S. 39:231.

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Subchapter D. Lodging and Meals

§1515. Reimbursement

A. - B.2. ...

C. Meals (including tips)

1. Travelers may be reimbursed up to the following amounts for meals:

	IN-STATE	O/S (Incl. N.O.)	HIGH COST	EXTRA HIGH COST
Breakfast	\$ 5	\$ 6	\$ 7	\$ 8
Lunch	\$ 7	\$ 8	\$ 9	\$10
Dinner	\$12	\$14	\$16	\$18
TOTAL	\$24	\$28	\$32	\$36

2. Receipts are not required for routine meals within these allowances. Number of meals claimed must be shown on travel voucher. If meals of state officials exceed these allowances, receipts are required.

3. Cost of meals served in conjunction with state sponsored in-state conferences (may not exceed the following including tax):

- a. lunch in-state excluding New Orleans—\$10;
- b. lunch - New Orleans—\$12.

4. Refreshment expenditures for a meeting, conference or convention are to be within the following rates:

- a. served on state property—not to exceed \$2.00 per person, per morning and/or afternoon session;
- b. served on hotel properties—not to exceed \$3.50 per person, per morning and/or afternoon sessions.

D. Lodging (plus tax, receipts required)

Actual-not to exceed:

\$50—in state;

\$55—Baton Rouge, Monroe;

\$60—Bossier, Lake Charles, Shreveport;

\$70—New Orleans;*

\$60—out-of-state (except those listed)

\$90—high cost (Baltimore, Atlanta, Cleveland, Dallas, Denver, Detroit, Houston, Miami, Philadelphia, Phoenix, Pittsburgh, San Diego, St. Louis, San Antonio, Seattle, all of Hawaii);*

\$105—extra high cost (Boston, Chicago, Los Angeles, San Francisco, Washington, D.C.);*

\$140—New York City.*

*The inclusion of suburbs of these cities shall be determined by the department head on a case-by-case basis.

E. Conference Lodging. Travelers may be reimbursed expenses for conference lodging not to exceed the following rates per day. Receipts from a bona fide hotel or motel for lodging shall be submitted and attached to the travel voucher. Where multi-hotels are offered in conjunction with a conference, traveler shall seek to utilize the least expensive.

\$60—in-state(except those listed);

\$70—Baton Rouge, Bossier, Lake Charles, Shreveport;

\$80—New Orleans;*

\$140—all other out-of-state.*

*The inclusion of suburbs of these cities shall be determined by the department head on a case-by-case basis.

F. Extended Stays. For travel assignments involving duty for extended periods at a fixed location, the reimbursement rates indicated should be adjusted downward whenever possible. Claims for meals and lodging may be reported on a per diem basis supported by lodging receipt. Care should be exercised to prevent allowing rates in excess of those required to meet the necessary authorized subsistence expenses. It is the responsibility of each agency head to authorize only such travel allowances as are justified by the circumstances affecting the travel.

AUTHORITY NOTE; Promulgated in accordance with R.S. 39:231

HISTORICAL NOTE: Written by the Office of the Governor, Division of Administration, November 1, 1972, promulgated LR 1:179 (April 1975), amended LR 1:338 (August 1975), LR 2:312 (October 1976), LR 5:93 (May 1979), LR 8:405 (August 1980), LR 7:7 (January 1981), LR 8:406 (August 1982), LR 15:822 (October 1989), LR 16:969 (November 1990), LR 22:

Subchapter E. Other Expenses

§1517. Reimbursement for Other Expenses

The following expenses incidental to travel may be reimbursed:

1. Communications expenses relative to official state business. (receipt required for over \$3). Employees on domestic overnight travel status can be reimbursed up to \$3 for one call home upon arrival at

their destination and a call every second night after the first night if the travel is extended several days. Employees on international travel can be reimbursed calls to their home for a maximum of five minutes per call for a maximum of two calls per trip (within the first 24 hours of the trip) and one call to confirm return schedule (within the last 24 hours of the trip).

2.-6. ...

AUTHORITY NOTE: Promulgated in accordance with R.S. 39:231.

HISTORICAL NOTE: Written by the Office of the Governor, Division of Administration, November 1, 1972, promulgated LR 1:179 (April 1975), amended LR 1:338 (August 1975), LR 2:312 (October 1976), LR 5:93 (May 1979), LR 8:405 (August 1980), LR 7:7 (January 1981), LR 8:406 (August 1982), LR 15:822 (October 1989), LR 16:970 (November 1990), LR 22:

§1521. International Travel

A. ...

B. International travelers will be reimbursed the extra high-cost rates for lodging and meals, unless U.S. State Department rates are requested and authorized by the commissioner of administration prior to departure. Receipts are required for lodging and for meals over the allowed rates.

AUTHORITY NOTE: Promulgated in accordance with R.S. 39:231.

HISTORICAL NOTE: Written by the Office of the Governor, Division of Administration, November 1, 1972, promulgated LR 1:179 (April 1975), amended LR 1:338 (August 1975), LR 2:312 (October 1976), LR 5:93 (May 1979), LR 8:407 (August 1980), LR 7:7 (January 1981), LR 8:406 (August 1982), LR 15:823 (October 1989), LR 16:971 (November 1990), LR 22:

All interested persons are invited to submit written comments on the proposed amendments. Comments should be submitted no later than May 20, 1996, at 4:30 p.m., to Edna Fisher, Director, State Travel Department, Box 94095, Baton Rouge, LA 70804 or to FAX number (504) 342-8688.

Edgar Jordan
Assistant Commissioner

**FISCAL AND ECONOMIC IMPACT STATEMENT
FOR ADMINISTRATIVE RULES
RULE TITLE: General Travel—PPM 49**

I. ESTIMATED IMPLEMENTATION COSTS (SAVINGS) TO STATE OR LOCAL GOVERNMENTAL UNITS (Summary)

State travel reimbursement rates are being increased as follows: mileage from 24 cents to 26 cents, meals will increase approximately 9 percent and lodging approximately 20 percent. Although it would appear that total state travel costs would increase in a corresponding manner to the increases stated above, the Division of Administration indicates that, in their opinion, total state travel cost increases associated constraints on travel which will result in fewer trips being taken. However, the Division of Administration cannot estimate the increase that may occur due to lack of detailed information on travel expenditures in the categories shown above.

II. ESTIMATED EFFECT ON REVENUE COLLECTIONS OF STATE OR LOCAL GOVERNMENTAL UNITS (Summary)

There is no estimated effect on revenue collections of state or local governmental units.

III. ESTIMATED COSTS AND/OR ECONOMIC BENEFITS TO DIRECTLY AFFECTED PERSONS OR NONGOVERNMENTAL GROUPS (Summary)

Private travel agencies handling state travel business may be affected due to fewer trips being taken at state expense.

IV. ESTIMATED EFFECT ON COMPETITION AND EMPLOYMENT (Summary)

There will be no effect on competition or employment by this rule change.

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