

POLICY AND PROCEDURE MEMORANDUM

Office of the Governor
Division of Administration

General Travel—PPM 49 (LAC 4:V.1503)

(Editor's Note: A portion of PPM 49, which appeared on pages 531-537 of the July, 1996 Louisiana Register, is being republished to correct a typographical error)

Title 4

ADMINISTRATION

Part V. Policy and Procedure Memorandum

Chapter 15. General Travel Regulations - PPM Number 49

Subchapter A. Introduction

§1503. General Specifications

A. Department Policies

1. - 4.b. ...

5. Funds for Travel Expenses

Persons traveling on official business will provide themselves with sufficient funds for all routine travel expenses that cannot be covered by the corporate credit card. Advances of funds for travel shall be made only for extraordinary travel and should be punctually repaid when submitting the travel voucher covering the related travel, not later than the fifteenth day of the month following the completion of travel.

EXEMPTIONS: Cash advances may be allowed for:

A. - J. ...

6. - 8. ...

Mark C. Drennan
Commissioner

9608#052