

LOUISIANA DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT

SECRETARY'S POLICY AND PROCEDURE MEMORANDUM (PPM) NO. 11

SUBJECT: DOTD-Specific Travel Regulations in Accordance with State Travel Regulations – PPM 49

EFFECTIVE DATE: August 1, 1990

INSTRUCTIONS: This memorandum supersedes all other memoranda and manuals.

1. POLICY

It is the policy of the Louisiana Department of Transportation and Development to fully comply with State Travel Regulations issued and updated by the Division of Administration's Office of State Travel [Although designated as PPM 49, the State's Travel Policy is not to be confused with DOTD's policy bearing that same number.] Revisions are generally made effective at the beginning of each fiscal year. A copy of the State's Travel Regulations is available at <http://www.doa.louisiana.gov/osp/travel/travelpolicy.htm>.

This DOTD policy will only include those additional and/or special guidelines that are unique to DOTD's operation. Each District Administrator/Section Head is ultimately responsible for ensuring compliance with both the State of Louisiana's travel regulations and this policy.

The following DOTD-specific guidelines apply:

A. Non-Routine Travel

All non-routine travel must be approved by the Program Head and the Undersecretary of Management and Finance prior to departure.

B. Funds for Travel Expenses

Any premium, bonus, or compensation acquired by any individual as a result of travel reimbursed by the Department under State travel rules is the property of the Department of Transportation and Development, State of Louisiana. This includes any frequent flyer miles and free nights lodging, etc., earned as a result of official travel.

Official Travel is defined as any travel to which the employee has been authorized by the Department and compensated for time, meals, airfare, etc., at the expense of the Department.

SECRETARY'S POLICY AND PROCEDURE MEMORANDUM (PPM) NO. 11

SUBJECT: DOTD-Specific Travel Regulations in Accordance with State Travel Regulations

Page 2

C. Claims for Reimbursement

State Travel Regulations require that all claims for reimbursement for travel shall be submitted in LEO on the state's Travel Expense Statement (TRIP FORM). All reimbursements will be directly deposited by EFT to the employee's main bank account or travel bank account.

Under no circumstances shall reimbursement for travel in a previous fiscal year be paid from current year appropriations unless funds have been specifically reserved for that purpose. Expense Accounts submitted for reimbursement after thirty (30) days following the end of the pay period in which the expenses were incurred, must be approved by the Financial Services Administrator or his/her designee.

D. Mandatory Uses of State Credit Card

All high cost items such as conference or workshop registrations, lodging, airfares and vehicle rentals must be placed on a state liability credit card. Therefore, reimbursements will not be issued to any employee of the Department who uses another method of payment to acquire these services.

E. CBA (Controlled Billing Account)

Employees who travel three (3) times or less during a fiscal year on official state business and do not have a state issued travel card, must contact the Financial Services Administrator for utilization of the Department's CBA Card.

Employees who had outstanding balances at the end of the previous employee liable state travel card program do not qualify for the state liability travel card. These employees must use the CBA when booking high cost items. Any other method of payment for such items will not be reimbursed to the employee.

F. Motor Vehicle Rentals

Written justification and approval must be obtained from the respective Program Head and the Undersecretary prior to departure for out-of-state vehicle rentals.

Employees are responsible for replacing lost keys and/or for obtaining services to unlock a rental car. Written justification must be provided and investigation must be performed by the Appointing Authority to determine if the employee should be reimbursed. If it is determined that the situation was beyond the employee's control, reimbursement will be issued from petty cash.

SECRETARY'S POLICY AND PROCEDURE MEMORANDUM (PPM) NO. 11

SUBJECT: DOTD-Specific Travel Regulations in Accordance with State Travel Regulations

Page 3

Upon return of a vehicle rental, travelers must ensure the fuel level is restored to the level at the time of rental. Only in certain circumstances will the State reimburse a traveler for refueling at the return counter.

G. Lodging

For payment of hotel internet charges, written justification is required with the approval of the District Administrator/Section Head prior to departure. These approvals should be reviewed and granted on a case-by-case basis.

The fifty percent overage allowance for lodging may be approved by District Administrators/Section Heads on a case-by-case basis. Supporting documentation must be attached to the employee's Travel Expense Statement (TRIP FORM).

In areas where the Governor has declared an emergency, the Undersecretary may approve a seventy-five percent allowance to employees on a case-by-case basis. Each case must be fully documented as to necessity and cost effectiveness of alternative options. Supporting documentation must be attached to the employee's Travel Expense Statement.

H. Single Day Meals

Employees who receive and obtain approval for single day meal allowances, will see these reimbursements included as income on their W-2 Form. To receive any meal reimbursement on single day travel, an employee must be in travel status for a minimum of 12 hours.

I. Third-Party Reimbursable Travel

If reimbursement is from a Federal, State, local government agency or an organization which the Department supports through the payment of dues, the travel proposal must be approved by the respective Program Head and attached to the Department's travel authorization. If approved, the employee may travel within the guidelines of the reimbursing agency and the employee will be responsible for obtaining reimbursement. The Department will not bear the burden of any travel related expenses associated with the trip should an employee choose this option. Therefore, the employee will be responsible for obtaining reimbursement.

All other third-party reimbursable travel must be authorized and approved in writing by the respective Program Head and/or Undersecretary.

SECRETARY'S POLICY AND PROCEDURE MEMORANDUM (PPM) NO. 11  
SUBJECT: DOTD-Specific Travel Regulations in Accordance with State Travel Regulations  
Page 4

This travel authorization must clearly identify the third party, and include a detailed breakdown of the costs associated with the travel. The breakdown must indicate which items the third party will reimburse.

The Legal Section advises when the third-party is not a prohibited source and informs employees of their potential responsibilities associated with Ethics Disclosure documents and their location.

2. FURTHER INFORMATION

Questions regarding DOTD-specific travel regulations should be referred to the Financial Services Section.



Sherri H. LeBas, P.E.  
Secretary