

NOTICE OF REVISION / CHANGE

TO

POLICY AND PROCEDURE MEMORANDUM #13

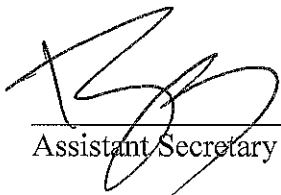
SUBJECT: TRAVEL REGULATIONS

TO: ALL POLICY AND PROCEDURE MEMORANDUM HOLDERS

EFFECTIVE DATE: SEPTEMBER 8, 1980; REVISED OCTOBER 20, 1989; REVISED AUGUST 1, 1990; REVISED NOVEMBER 20, 1990; REVISED DECEMBER 12, 2003.

REVISION DATE: November 17, 2020

This memorandum supersedes and replaces all previous information included in PPM #13 originally issued on September 8, 1980. The current PPM is to be replaced in its entirety by this revised issue.


Assistant Secretary

This is revision No. 6 to this PPM with an original effective date of September 8, 1980.

IMPORTANT

Insert this revision notice in PPM file preceding all other information on this subject to maintain a current document file.

POLICY AND PROCEDURE MEMORANDUM #13

SUBJECT: TRAVEL REGULATIONS

TO: ALL POLICY AND PROCEDURE MEMORANDUM HOLDERS

EFFECTIVE DATE: SEPTEMBER 9, 1980

POLICY

The Division of Administration has adopted travel regulations which will regulate travel for all state employees. See new PPM 49 travel regulation additions/changes/clarifications made for fiscal year 2020-2021.

PROCEDURE

All Office of State Parks ("OSP") employees will comply with State PPM 49 and OSP PPM 13. Information on travel regulations can be obtained at www.state.la.us/osp/traveloffice.htm. Electronic travel authorization and reimbursement forms can be obtained at www.crt.state.la.us/channelz/ > E-Forms > Travel Authorization Form or Travel Expense Reimbursement Form. The Travel Expense Form shall be filled out online, printed and submitted to employee's Supervisor for review, approval, and signature. All original signatures will be sent to the OSP Administrative Offices in Baton Rouge, attention to the Administrative Assistant of the Assistant Secretary for processing.

- I. ROUTINE TRAVEL-** When an employee is required to travel on a regular basis in the performance of his/her duties (routine travel), it is required the employee request a Travel Authorization Form "annual travel authorization" and is filled out via OnBase to cover all routine, in-state travel. This eliminates having to submit a travel request each time the employee must travel.

After the Travel Authorization Form is approved, the employee will be notified of their number and is required to provide this number on all routine, in-state travel expense account forms. Once an employee receives an annual Travel Authorization number, he/she keeps that number, regardless if they should transfer to another site or to the administrative office, as long as they remain in the Office of State Parks. The annual Travel Authorization number is good for one fiscal year; *i.e.*, 7/1/03 – 6/30/04. At the end of the fiscal year employee must request another annual Travel Authorization number. All Travel Reimbursement Forms must be submitted to the OSP Administrative Offices in Baton Rouge, attention to the Administrative Assistant of the Assistant Secretary no later than thirty (30) days after the last day of travel.

- II. NON-ROUTINE TRAVEL-** When an employee is required to travel on a non-regular basis in the performance of his/her duties (non-routine travel), it is mandatory the employee request a Travel Authorization Form "travel authorization" and fills out via OnBase to cover the specific travel requested, in-state or out of state travel.

1. For single trips, conferences, seminars, workshops, trainings, webinars, and out of state travel, ALL employees must fill out a properly completed Travel Authorization form with required backup documentation clearly stating the cost of any conference/seminar/workshop and the proposed dates to the Office of State Parks no later than thirty (30) days in advance of the proposed travel date for each trip.
2. All Travel Reimbursement Forms must be submitted no later than thirty (30) days after the last day of travel. Original receipts do not need to be submitted for any meal reimbursement; however, original receipts are required for all other claimed expenses (i.e. Baggage fees, taxi/bus fees, parking, tolls, etc.).
3. Remember to sign your forms or it will not be processed.
4. Make sure the dates listed on the second page of your Travel Expense Account Form correspond with the dates listed on the front of the form in the For Period space in the upper right hand corner.
5. Always list the reason for travel on both Travel Authorizations and Travel Expense Account Forms. If no reason is listed the form will not be processed.
6. On the second page of the Travel Expense Account Form, always list a departure and arrival time. Do not use military time. Always use civilian time.
7. Do not list odometer reading unless you are claiming mileage for the use of your personal vehicle.
8. If you attend a conference or workshop, always attach a copy of the agenda along with your original Travel Authorization.
9. Always attach the hotel receipt to your travel expense account form showing a zero balance.
10. All requests for reimbursement of travel expenses must be submitted no later than thirty (30) days following the completion of a trip.
11. A full time employee qualifies for a thirty-five dollar (\$35.00) travel allowance for every night they stay at a state park on official work business. Upon return from travel, employee must complete a Travel Expense Reimbursement Form from the trip. Employee must also print their approved Annual Travel Authorization and attach to the Travel Expense Reimbursement Form. Finally, employee must send the approved Annual Travel Authorization and the Travel Expense Reimbursement Form to the Administrative Assistant of the Assistant Secretary.

On occasion overnight storage of a state vehicle at an employee's home is necessary to expedite an early departure at the beginning of the trip or a late return at the trip's conclusion. When this occurs the employee storing the vehicle at his/her house must receive prior approval from the Assistant Secretary or his/her designee. The request and approval can be sent by e-mail and should include the date(s) of travel, the vehicle to be used, the purpose of the trip and the destination(s).