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LIEUTENANT GOVERNOR


**State of Louisiana**  
**OFFICE OF THE LIEUTENANT GOVERNOR**  
**DEPARTMENT OF CULTURE, RECREATION & TOURISM**  
**MANAGEMENT AND FINANCE**

PAM BREAU  
SECRETARY

DESIRÉE W. HONORÉ  
UNDERSECRETARY

**HUMAN RESOURCES MEMORANDUM NO. 2010-043**

**TO:** Lt. Governor, Secretary, Undersecretary, Assistant Secretaries, Deputy Assistant Secretaries, Program Managers, and Directors

**FROM:** Rikki Nicole David, PHR   
Human Resources Director

**SUBJECT:** Travel Reimbursement

**DATE:** November 1, 2010

Due to budgetary constraints, the Department of Culture, Recreation, and Tourism (DCRT) is implementing the following policy regarding the reimbursement of personal phone calls for domestic overnight travel:

Effective immediately, the Department of Culture, Recreation, and Tourism (DCRT) shall reimburse personal phone calls for domestic overnight travel by receipt only. The actual reimbursement amount shall be the receipt amount or \$3, whichever is less, upon arrival at each destination and for every second night after the first night if travel extends for several days.

This departmental policy change directly affects, Section S1508, Part A2 of PPM 49, FY 2010-2011, Page 18, which reads:

“The following expenses incidental to travel may be reimbursed.....“For domestic overnight travel – up to \$3 in personal calls upon arrival at each destination and up to \$3 for personal calls every second night after the first night if the travel extends several days.”

Should you have any questions concerning this matter, please contact your Travel Liaison.

RND:tp

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