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LIEUTENANT GOVERNOR

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

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DEPUTY SECRETARY

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HUMAN RESOURCES MEMORANDUM NO. 2011-016

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

FROM: Rikki Nicole David, PHR ^(RND)
Human Resources Director

SUBJECT: OLG/DCRT – Internal Travel Policy

DATE: May 19, 2011

Travel Policy and Procedure Memo 49 (PPM49) in many instances allows reimbursements up to a pre-determined amount without a receipt. However, at an agency's discretion, the department head may implement a more stringent internal travel policy than is issued by the State, including requiring receipts regardless of the expenditure amount.

Effective immediately, the Office of the Lieutenant Governor's and the Department of Culture, Recreation and Tourism's travel policy shall be to require receipts for all reimbursement claims as allowed under PPM 49, except for meals per diem.

This includes, but is not limited to, the following items:

1. Public Ground Transportation (PPM 49, S1504, D)
2. Baton Rouge and New Orleans Airport Parking (PPM 49, S1507, A-B)
3. All Other Airport Parking, All General Parking, Ferry Fares, Road and Bridge Tolls (PPM 49, S1507, C)
4. Valet Tips (PPM 49, S1507, D)
5. Communication Expenses (such as domestic and international phone calls, internet access charges) (PPM 49, S1508, A, 1-4)
6. Airport and Hotel Baggage Tips (PPM 49, S1508, C, 1-2)

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Additionally, the Baton Rouge and New Orleans Airport Parking shall be limited to \$3.50 and \$5.00, respectively. The higher rates of \$5.00 (Baton Rouge) and \$8.00 (New Orleans) will no longer be allowed even with a receipt.

Please ensure that this information is made available to the appropriate personnel in your agency. Should you have any questions concerning the above information, please contact Shaun Leonard (Phone: 225-342-8169, Email: sleonard@crt.la.gov) or Ramona Harris (Phone: 225-342-6647, Email: rharris@crt.la.gov).

SL:RND:cm

c: Personnel Liaisons

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