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OFFICE OF MANAGEMENT AND FINANCE

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## HUMAN RESOURCES MEMORANDUM NO. 2012-022

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

**FROM:** Rikki Nicole David, SPHR *(RND)*  
Human Resources Director

**SUBJECT:** Rescission of OLG/DCRT's Internal Travel Policy

**DATE:** July 26, 2012

HR Memo #2011-016, OLG/DCRT – Internal Travel Policy, is hereby rescinded. Unless required by the Travel Policy and Procedure Memo 49 (PPM 49), the Department will no longer require receipts for reimbursement claims. Likewise, the maximum reimbursement rates for airport parking - \$5.00 for Baton Rouge and \$8.00 for New Orleans – will once again be allowed.

All travel expense claims will be processed in accordance with PPM 49.

Please ensure that this information is made available to the appropriate personnel in your agency. Should you have any questions regarding travel, please contact Ms. Lisa Tillery at (225) 342-8169 or [ltillery@crt.la.gov](mailto:ltillery@crt.la.gov), or Tameka Kilpatrick at (225) 219-4640 or [tkilpatrick@crt.la.gov](mailto:tkilpatrick@crt.la.gov).

RND:la

Cc: Personnel Liaisons

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