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

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UNDERSECRETARY

February 16, 2006

**MEMORANDUM**

**TO:** All CRT employees

**FROM:** Beverly Shaw  
Fiscal Officer

**SUBJECT:** Clarification of Travel Freeze

It has come to my attention that there is some confusion regarding the freeze on travel expenditures imposed by Executive Order KBB 2005-38. Section 2(B) of this order states that:

“Unless specifically exempted by a provision of this Order, no expenditure of funds shall be made within the executive branch of state government for travel...without the express written approval of the commissioner of administration.”

Please note that this freeze applies to *expenditure of funds* for travel, not to travel itself. Any routine, in-state travel for which no expenditure of travel funds is required is not prohibited by this Order. Therefore, travel that does not involve an overnight stay, or involves an overnight stay for which accommodations are provided at no cost, such as in a State Park cabin, is allowed. Please keep in mind that state vehicles must be used for these trips, as reimbursement for mileage in a personally-owned vehicle is a travel expenditure and therefore not allowed. Gasoline put into a state vehicle is considered a supply item, not a travel expense. In addition, no reimbursement can be made for meals.

In summary, the following travel expenses are prohibited by Executive Order KBB 2005-38 unless an exemption is received from the Commissioner of Administration **prior to the travel date.** :

- Meals
- Mileage reimbursement for personally owned vehicles
- Airfare
- Lodging
- Tips
- Parking fees
- Registration fees
- Other miscellaneous travel expenses (Those normally included on a Travel Expense Reimbursement Request “TE”)

Keep in mind that it is currently taking approximately two weeks to receive a response on exemption requests, so you should plan your travel far enough in advance to allow for this process.

If you have any questions or need further clarification, please contact your Budget Analyst in the Office of Management and Finance, Johnnie Stewart or Beverly Shaw.