

Department of Natural Resources

Administrative Policy No. 16
Effective Date: May 1, 2008
Subject: Travel Procedures
Authorization: PPM 49:S1503.A.1

I. Policy:

It is the policy of the Department of Natural Resources that all travel be job related and necessary to the mission and function of the Department and be conducted in the most cost efficient manner. Employees are responsible for ordinary expenses associated with both in-state and out-of-state travel. Ordinary expenses include but are not limited to lodging, meals, tips, parking tolls, local transportation and other items of a similar nature. Extraordinary expenses will be paid in advance by the Department and include airline tickets and conference and other registrations.

II. Purpose:

The purpose of this policy is to provide additional clarification of Policy and Procedure Memorandum 49 (PPM 49) for the Department employees.

III. Applicability:

This policy applies to all employees within the department.

IV. Procedures:

These procedures are in addition to the policies provided in PPM 49 and in no way supercede any provisions of PPM 49. You may access PPM 49 in its entirety @ www.doa.louisiana.gov/osp/travel

V. Travel Tips:

1. Travel Authorizations (TA):

- * All travel must have prior written approval by the Secretary or his designee. Travel Authorizations for conferences/seminars/training (in-state and out-of-state) are different from routine travel; therefore, a separate TA is required.

- * All out-of-state travel requires a TA and must be provided to Fiscal Services with all proper approvals, prior to the trip.
- * All travel requiring registration fees must be requested on the TA approving the trip.
- * Travel Authorizations must be fully completed with Personnel Numbers (P#) (Social Security Numbers are not needed), dates, times, locations, purpose of trip, etc. In the space provided for "Cost Center," indicate the Organization Number and Reporting Category, if applicable.
- * Twenty-five percent over allowances, use of personal vehicles, weekend travel and vehicle rental must be fully documented as to necessity and approved by the Secretary prior to travel.

2. Travel Expense Accounts (TE):

- * TE must have arrival and departure times, location, purpose of trip, P # (Social Security Numbers are not needed), odometer readings, as well as other requirements outlined in PPM 49. If odometer readings are not supplied, a website mileage calculator or a published software package for calculating mileage such as Tripmaker, How Far Is It, Mapquest, etc. may be used. Employee should print the page indicating mileage and attach it to their travel expense form. Total mileage must be rounded to the nearest whole number.
- * Claims should be held until a reimbursement of at least \$25.00 is due.
- * Employee Travel Expense forms submitted for non-routine travel will not be processed until an approved Travel Authorization is received.
- * Lodging shall be reimbursed with original lodging receipts only. Online booking is not sufficient documentation for lodging receipts.
- * Conference/seminar/training documentation should always be attached to the TE. Documentation in the form of a formal agenda, or program, or Letter of Invitation, or registration fee is required. Processing of the TE will be delayed until documentation is received.
- * Tips are reimbursed in accordance with PPM 49 and are for hotels/parking/airport/ground transportation. Receipts are required for ground transportation in excess of \$15.00 per day.
- * The processing of a TE can take 7 to 10 business days, provided appropriate documentation is submitted. DOA/OSRAP processes

reimbursements on Tuesdays and Thursdays. Employees should allow up to 72 hours for bank processing.

- * Meals are not eligible for reimbursement on single day travel.
- * Meals that are provided as part of the conference will not be reimbursed. The conference agenda is required to verify the meals.
- * In state vehicle rentals can be made through the Enterprise Rent-A Car's State Motor Pool Rental Contract. These charges can be billed directly to the Department. Employees should contact Fiscal Services for the Direct-Bill account number.
- * Employees are to purchase gasoline with the state's fuel card or other credit cards from a local gasoline station prior to returning a rental vehicle. Fuel should NOT be purchased from the rental car location/facility.

Miscellaneous Expense:

- * The use of hotel internet at a cost must be approved by the Undersecretary or his/her designee in advance of travel. The request should be included on the TA with full detailed justification for its use.
- * Lost keys for rental vehicles will be reimbursed once in a three year period per employee.
- * Laundry expense for employees traveling for more than seven days may be reimbursed, with department head or his/her designee approval, up to actual, but reasonable costs incurred. Receipts are required for reimbursement.

3. Airline Tickets:

- * DNR Fiscal Services **must** pay for all airline tickets utilizing the Corporate Business Account. Airline tickets will not be paid for until an approved TA has been received by the Fiscal Services Division.
- * Employees are responsible for:
 - I. Securing an approved TA; and sending it to Fiscal Services before making travel arrangements, and
 - II. Contacting Short's Travel Management via the Internet to make travel arrangements. Travel arrangements utilizing the Internet will cost the Department \$5.00. Travel arrangements made by phone will cost the Department an extra \$24.00.

- * E-Ticket confirmation will be provided in the form of an e-mail from the contracted travel agency to the employee.
- * All state travel **must** utilize the Corporate Business Account for airfare. A notation must be on the TE indicating the date of travel, destination, amount and the fact that the airfare had been paid by the Department/Agency. The traveler's copy of the passenger and baggage fee receipt must also be attached to the TE.

4. Other:

- * All employees attending a conference/seminar/training must submit to their appointing authority, within fourteen days of return, a document detailing what was learned and how it can be applied to their work performance.
- * In the event of an emergency declared by the Secretary, travel regulations will be promulgated by the Undersecretary.

VI. Responsibility:

It is the responsibility of each Assistant Secretary or his/her designee to assure compliance with PPM 49.

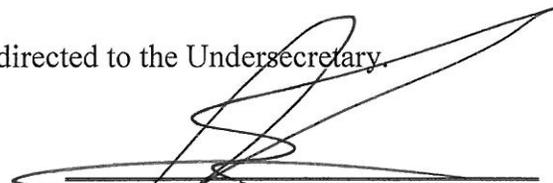
VII. Exclusions:

All requests for travel exceptions must be submitted by the Undersecretary to the Division of Administration.

After the fact exceptions, will be submitted to the Division of Administration only in extreme emergencies and require the approval of the Secretary.

VIII. Questions:

Questions regarding PPM49 and this policy should be directed to the Undersecretary.



Robert D. Harper, Undersecretary
9/29/2011

Date