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GOVERNOR



ANGELE DAVIS
COMMISSIONER OF ADMINISTRATION

State of Louisiana
Division of Administration
Office of the Commissioner

TO: Elected Officials, Department Heads, and Presidents of Colleges and Universities

FROM: Angele Davis
Commissioner of Administration

DATE: December 14, 2009

SUBJECT: Revisions to PPM49 Travel Policy 2009/10

The revised travel regulations incorporate additions and changes including a revised personal vehicle mileage reimbursement rate. The new rate of .48 per mile will become effective December 21, 2009.

The major addition to the travel policy is regarding the new State Motor Pool Rental Contract for Business Travel. I am providing two attachments. The first one is the summary of the State Motor Pool Rental Contract for Business Travel and the second is the revised PPM 49 which has the new language incorporated into the policy.

Remember, employees should be trained at time of hiring as well as refresher classes conducted at least once a year. The Office of State Travel offers several levels of travel training and will be glad to assist any agency with the training of your staff to ensure employees are in compliance with the travel regulations.

If you have any questions regarding the revised policy, or if you are interested in training classes, please contact the State Travel Office to set up dates and times.

I am again asking for each department and employees complete support in complying with the state travel policy (PPM49).