BOBBY JINDAL
GOVERNOR

KRISTY H. NICHOLS
COMMISSIONER OF ADMINISTRATION

State of Louisiana

Division of Administration
Office of the Commissioner

MEMORANDUM

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

FROM: Kristy H. Nichols, Commissioner

DATE: January 31, 2013

SUBJECT: Policy and Procedure Memorandum 49 (PPM49) Modifications

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This letter is to rescind the previous letter dated January 17, 2013. Effective March 1, 2013, for executive branch agencies, all exemptions from the State of Louisiana Motor Pool Rental Contract require the Commissioner of Administration's approval.

PPM49 currently states that the contract must be utilized for official state business travel over 99 miles, unless a specific exemption of this program is granted by the Department Head. However, pursuant to this letter, exemptions to this program now require the Commissioner of Administration's approval. Each request must be accompanied by a detailed explanation as to why the contract is not feasible. Exemptions from the use of this contract are to be considered on a case-by-case basis.

When traveling on official State of Louisiana business, one of the following is to be utilized:

- Employee may utilize a state vehicle, when available
- If a state vehicle is not available, employee may use their personal vehicle for travel up to 99 miles, with reimbursement at $.51 per mile
- For travel over 99 miles, an employee must rent a vehicle from the Enterprise Rent-A-Car's State Motor Pool Rental Contract; or
- If an employee is allowed an exception to use their personal vehicle by the Commissioner of Administration, reimbursement at $.51 cents per mile shall be provided

The State Motor Pool Contract price includes collision damage waiver insurance along with a one million dollar liability protection coverage.

For out-of-state reimbursement rules, which are still in effect, the Commissioner of Administration must approve use of a personal vehicle and mileage reimbursements must not exceed the cost of the lowest available airfare.

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