


# Travel Regulations

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	<b>The Louisiana Department of Health (LDH)</b>	
	<b>Policy Number</b>	10.1
	<b>Content</b>	Provides a policy statement that LDH will adhere to state travel regulations contained in PPM49
	<b>Effective Date</b>	January 17, 2013
	<b>Inquiries to</b>	Division of Fiscal Management P.O. Box 91117 Baton Rouge, LA 70821-9117 (225) 342-9568 FAX (225) 342-8665

LDH is committed to fostering, cultivating and preserving a culture of equity, diversity and inclusion. Our human capital is the most valuable asset we have. The collective sum of the individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities and talent that our employees invest in their work represents a significant part of not only our culture, but our Department's reputation and achievement as well.

If there is a discrepancy between an LDH Policy and a Program Office or facility policy, the LDH policy shall govern/override/supersede the conflicting section within the Program Office or facility policy.

## I. POLICY STATEMENT

It is the policy of the Louisiana Department of Health (LDH) to adhere to the state general travel regulations contained in the PPM49 State Travel Guide issued by the Division of Administration/Office of State Procurement. These regulations apply to all state departments, boards and commissions created by the legislature or executive order and operated from funds appropriated, dedicated or self-sustaining; federal funds or funds generated from any other source.

PPM49 is a separate document and is not reproduced as part of this policy. It is revised, as needed, by the Division of Administration. It will be the responsibility of the LDH Office of Management and Finance, Payment Management, Travel Section to distribute a copy of PPM49 through this LDH policy, the onboarding process and/or annual training. Please access PPM49 via the link below. <https://www.doa.la.gov/doa/ost/ppm-49-travel-guide/>

## II. APPLICABILITY

This policy is applicable to all employees and authorized travelers of LDH.

## III. EFFECTIVE DATE

The effective date of this revised policy is January 17, 2013.

## IV. VIOLATIONS

Violations of this policy may result in corrective action or disciplinary action. Corrective action includes Improvement Letters (Civil Service Rule 12.9), verbal counseling, documented counseling, and/or reprimand. Disciplinary actions are Suspension without Pay, Reduction in Pay, Involuntary Demotion and Dismissal (Civil Service Rule 12.3). Any disciplinary action taken is at the sole discretion of the Appointing Authority.

## V. REVISION HISTORY

Date	Revision
July 1, 1977	Policy created
March 9, 1978	Policy revised
May 18, 1978	Policy revised
October 1, 1978	Policy revised
July 1, 1979	Policy revised
August 20, 1980	Policy revised
January 20, 1981	Policy revised
October 6, 1982	Policy revised
January 2, 1986	Policy revised
August 1, 1989	Policy revised
October 20, 1989	Policy revised
August 1, 1990	Policy revised
November 20, 1990	Policy revised
July 1, 1996	Policy revised
October 26, 1999	Policy revised
January 17, 2013	Policy revised
November 26, 2019	Policy reviewed
May 29, 2024	Policy reviewed
June 5, 2024	Policy updated