Unused Airline Tickets

	Louisiana Department of Health (LDH)	
	Policy Number	113.1
	Content	Policy and Procedure for Unused Airline Tickets
	Effective Date	October 22, 2015
	Inquiries to	Office of Management and Finance, Division of Fiscal Management P.O. Box 3797 Baton Rouge, LA 70821-3797 VOICE (225) 342-2496 or (225) 342-4163 FAX (225) 342-4478

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

I. STATEMENT OF POLICY

It is the policy of the Louisiana Department of Health (LDH) to fully adhere to and comply with the Louisiana Travel Guide (PPM49) published by the Office of State Procurement. This policy provides the procedures and requirements for compliance with PPM49 Section 1504.B.2.j. Method of Transportation, Air. In an effort to minimize the volume and expense of unused ticket loss, effective immediately, all travelers must comply with this policy.

II. APPLICABILITY

This policy applies to all Agencies and Human Services Districts/Authorities of LDH.

III. EFFECTIVE DATE

The effective date of this policy is October 22, 2015.

IV. PROCEDURE TO COMPLY WITH OCTOBER 1, 2014 CHANGES TO PPM49

A. The Division of Fiscal Management's Payment Management section (DFM/PM) receives a monthly report of all unused airline tickets from LDH's travel management contractor.

1. The report provides the traveler's name, Account ID, Airline, Ticket Number, Ticket Type, Expiration Date and the amount of the ticket.
2. DFM/PM will send a request to each traveler whose name was listed on the report to provide justification for the unused ticket. The traveler must provide signed written justification including his/her immediate supervisor's signature and return to DFM/PM.
   i. If the traveler fails to respond, DFM/PM will send follow-up correspondence to the traveler.
   ii. If the traveler fails to respond to the follow-up correspondence, DFM/PM will send correspondence to the traveler's supervisor advising them of the traveler's failure to respond and requiring the supervisor to supply justification for the unused ticket.
   iii. In the correspondence, the traveler and supervisor will be reminded of the requirement to comply with the following PPM49 stipulations:
      a. Traveler should ensure that any unused ticket is considered when planning future travel arrangements.
      b. Some airlines have a policy which would allow for transfer of the ticket to another employee within the agency. A view of the latest airline polices regarding unused tickets are available on the Office of State Procurement's website under Airfares/Airport Information, select the link entitled "Airfare Cancellations and Unused Ticket Use."
      c. It is the traveler's responsibility to determine, upon initial notification of an outstanding unused ticket and then every 30 days thereafter, if he/she will utilize the unused ticket.
      d. **Prior to the expiration of the ticket**, the traveler must determine if the ticket will be utilized. If the ticket will not be utilized by the original traveler and the ticket is transferable, the traveler must immediately advise the DFM/PM's travel administrator that the ticket is available for use by another employee, section or agency.
      e. The DFM/PM's travel administrator will make every effort for another employee, section or agency to utilize the unused ticket.

B. After the end of every quarter, a list of all unused tickets with the justification provided by the travelers will be submitted to the LDH Secretary for review and determination if reimbursement from the traveler will be required.

1. If the LDH Secretary determines a reimbursement is required, the DFM/PM's travel administrator will immediately notify the traveler and the traveler's immediate supervisor of said decision.
   i. The traveler must reimburse LDH for the full value of the ticket. The traveler may make the reimbursement by writing a check to LDH or by authorizing the amount to be withheld from his/her pay check.
   ii. If the traveler fails to reimburse LDH, the traveler's supervisor will then be notified and must attempt to collect the reimbursement from the traveler.
   iii. An employee's failure to comply with this policy can result in disciplinary action.

C. A permanent file of all supporting documentation for compliance with this policy will be maintained by DFM/PM in the Travel Section.

V. DISCIPLINARY ACTIONS

Any employee who violates this policy may be subject to disciplinary action up to and including dismissal from employment.

VI. REVISION HISTORY

Date	Revision
October 22, 2015	Policy created
	Policy revised