

**Governor's Office of Homeland Security
and Emergency Preparedness
State of Louisiana**

JOHN BEL EDWARDS
GOVERNOR



JAMES B. WASKOM
DIRECTOR

**Travel Policy
Policy Number: GEN-0006**

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Approval:


James B. Waskom, Director

I. PURPOSE

Recognizing the fact that employees may be required to travel as a condition of fulfilling job responsibilities, the following policy shall be adhered to for all travel conducted by employees of the Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP), regardless of source of funds used to reimburse the employee.

This travel policy shall be used in conjunction with the most current State Travel Guide, PPM49. A copy of the State Travel Guidelines can be found on the Office of State Purchasing and Travel's website, <http://www.doa.louisiana.gov/osp/travel/traveloffice.htm>

II. APPLICABILITY

This policy applies to all GOHSEP employees

III. DEFINITIONS

A. Employee

An individual who works for GOHSEP on a full-time, part-time or temporary basis. It includes volunteers, contractors and consultants engaged to perform services for GOHSEP.

B. Traveler

A state officer, state employee or authorized person when performing authorized travel.

C. Travel

When an employee conducts official state business outside his/her assigned official domicile.

D. Official Domicile

Every state officer, employee, and/or authorized person, except those on temporary assignment, shall be assigned an official domicile. The official domicile of an authorized person shall be the person's official workplace.

E. Routine Travel

When an employee performs travel as part of the regular course of his/her daily duties outside of the assigned, official domicile. Routine travel does not include non-routine meetings, seminar, conference, convention or training.

IV. DELEGATION OF APPROVING AUTHORITY

A. Deputy Director, Grants and Administration

The Appointing Authority of GOHSEP delegates the approval of travel requests for non-routine travel to the Chief of Staff.

B. Deputy Director

The Appointing Authority of GOHSEP delegates the approval of travel requests for routine travel to the Deputy Director of each GOHSEP Division who may further delegate such authority to Section Chiefs. Any such delegation must be in writing and filed with the Executive Office.

V. RESPONSIBILITIES

A. Traveler

1. Exercises the same care in incurring expenses that a prudent person would exercise if traveling on personal business. Avoid excess cost, unnecessary routes, delays, luxury accommodations and services unnecessary or unjustified in the performance of official business.
2. Consults the most up-to-date Louisiana Travel Guide PPM49 or any subsequent directives from the Commissioner of Administration or the Director of GOHSEP, to familiarize themselves with the official state travel regulations and what items are reimbursable prior to beginning of travel.
3. Provides themselves with sufficient funds to cover routine travel expenses.
4. Employees are encouraged to apply for a Bank of America Corporate Card to cover travel expenses as travel advances will only be granted under extraordinary circumstances.

5. Follows the internal procedures created by GOHSEP for all travel.

B. Section Chiefs

1. Takes whatever action necessary to minimize all travel to carry on the agency's mission. Reasonable judgment shall be utilized in determining the number of employees who will make the same trip. All travel must be directly related to job duties and responsibilities of individuals requesting authorization to travel.
2. Ensures travelers are aware of travel guidelines and procedures.
3. Reviews, approves and ensures travel guidelines and regulations are being followed by travelers.
4. Reviews and approves travel forms.

C. Deputy Director

1. Reviews, approves and ensures travel guidelines and regulations are being followed by travelers.
2. Reviews and approves travel forms.

D. Deputy Director, Grants and Administration

1. Reviews, approves and ensures travel guidelines and regulations are being followed by travelers.
2. Reviews and audits travel forms.

E. Agency Program Administrator

1. Reviews, approves and ensures travel guidelines and regulations are being followed by travelers.
2. Reviews and audits travel forms.
3. Develops and maintains Standard Operating Procedures for GOHSEP travel.

VI. VIOLATIONS

Any person who submits a claim pursuant to the State Travel Regulations and who willfully makes and subscribes to any claim which he/she does not believe to be true and correct as to every material matter, or who willfully aids or assists in, or procures, counsels or advises the preparation or presentation of a claim which is fraudulent or is false as to any material matter shall be guilty of official misconduct. Whoever shall receive an allowance or reimbursement by means of a false claim shall be subject to severe disciplinary provisions of state law. (R.S. 39:231)

Any violation of this policy may result in disciplinary action up to and including termination.

VII. APPENDIX

A. Louisiana Travel Guide PPM49:

<http://www.doa.louisiana.gov/osp/travel/travelpolicy.htm>

B. GOHSEP Training/Travel Procedures

C. Training/Travel Request Form: via GOHSEP SharePoint Policy/Forms Center

D. Travel Expense Account Form: via GOHSEP SharePoint Policy/Forms Center

VIII. QUESTIONS

Questions regarding this policy should be directed to the Agency Program Administrator at (225) 925-7331.