



State of Louisiana

JOHN BEL EDWARDS
GOVERNOR

LOUISIANA NATIONAL GUARD
OFFICE OF THE ADJUTANT GENERAL
6400 St. Claude Avenue
Jackson Barracks
New Orleans, LA 70117

D. KEITH WADDELL
MAJOR GENERAL
THE ADJUTANT GENERAL

NGLA-LMD

31 March 2023

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Personally Owned Vehicle (POV) Mileage Reimbursement Policy

1. References: Louisiana Military Department Travel Policy dated 31 March 2023
2. The primary and preferred mode of automobile travel when on official travel is to use a state vehicle or an authorized GSA vehicle. In accordance with the State of Louisiana PPM 49, use of POV's may be authorized for routine, in-state travel when it is beneficial to the organization. Unless a unique circumstance, POV mileage reimbursement will be limited to 99 miles per round trip.
3. In accordance with Louisiana Military Department Travel Policy dated 31 March 2023, designated or delegated travel approvers may approve reimbursement for POV mileage up to 99 miles per round trip provided the designated approver certifies that a state vehicle (or authorized GSA vehicle) was not available at or near the employee's work domicile and that it is more beneficial to the organization for the employee to use POV rather than locate a state vehicle outside of employee's work domicile.
4. In unique circumstances, the LMD Director or LMD Deputy Director may approve POV mileage reimbursement above 99 miles for routine, in-state travel under one of the following conditions:
 - a. The designated or delegated travel approver provides justification memorandum with travel request and certifies that a state vehicle (or authorized GSA vehicle) was not available at or near the employee's work domicile **and** cost of POV mileage is less than the cost of a rental vehicle.
 - b. The designated or delegated travel approver provides justification memorandum with travel request and certifies that a state vehicle (or authorized GSA vehicle) was not available at or near the employee's work domicile **and**, due to urgency of travel, access to rental vehicle is not practical.

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5. POC is COL (LSG) Timothy Chastain at (504)278-8071 or
timothy.n.chastain.nfg@army.mil.

LEE W. HOPKINS
MG, LAARNG
Director, Louisiana Military Department