



# 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 Louisiana Military Department State Employees

SUBJECT: Louisiana Military Department Travel Policy

## 1. 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 state employees of Louisiana Military Department (LMD), regardless of source of funds used to reimburse the employee.

## 2. APPLICABILITY

This policy applies to all LMD employees and Louisiana National Guard or State Guard Soldiers and Airmen on State Active Duty and supersedes policy dated 22 April 2022.

## 3. STATEMENT OF POLICY

A. It is the policy of LMD to appropriately reimburse employees for travel expenses incurred while conducting official state business.

B. All employees traveling on behalf of the State are expected to comply with the State Travel Policy PPM 49 which can be found at the following link, <https://www.doa.la.gov/Pages/osp/travel/travelpolicy.aspx>. LMD may implement policies that are more stringent than those outlined in PPM 49 as separate policy memorandums.

C. The regulations and allowances apply to all LMD employees and any authorized travelers who are Louisiana National Guard or State Guard Soldiers and Airmen on State Active Duty.

D. Persons traveling on official business will provide themselves with sufficient funds for all routine travel expenses.

E. Directors and managers will take actions necessary to minimize all travel to carry out the Department's mission.

F. Designated travel approval authorities will ensure that sufficient funds are available prior to approving travel.

G. Limits for reimbursements will be in accordance with reimbursement limits set in the State Travel Policy PPM 49 and LMD Military Department Travel Policy memorandums.

#### 4. DEFINITIONS

A. Employee. An individual who works for LMD on a full-time, part-time, temporary basis, or a Louisiana Guardsman in STAD Travel status.

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. An official domicile is the parish in which the employee's office is located.

E. Controlled Billing Account (CBA). Credit card issued to the Louisiana Military Department as a state agency. LMD-CBA is controlled by LMD-Fiscal through an authorized approver(s) to provide a means to purchase airfare, registration, lodging, rental vehicles and other allowable charges outlined in the current State of Louisiana State Liability Travel and CBA Policy.

F. Routine Travel. When an employee performs in-state travel as part of the regular course of his/her daily duties outside of the assigned, official domicile. In short, the duties of the employee's position require he/she travel to fulfill those duties. Routine travel includes but is not limited to the following:

- (1) In-house training (training conducted by LANG or LMD employees)
- (2) LMD sponsored training (training conducted by non-LMD employees on behalf of LMD)
- (3) New employee training and orientation
- (4) Mandatory training for certification
- (5) Mandatory continuing education
- (6) Audits and inspections
- (7) Routine meetings/events with Louisiana Department of Education and other in-state agencies/programs pertinent to Education Program mission

G. Non-routine Travel. When an employee performs travel that is not part of the regular course of his/her duties. Examples include non-routine meetings, seminars, conferences, conventions, training not conducted or sponsored by LMD, and any out-of-state travel.

H. All-hazards Response Travel. When an employee performs travel in support of a LANG all-hazard or emergency response mission using state funding. This category includes military personnel in a state active duty (STAD) travel status who require off-

installation lodging in lieu of on-post lodging, per diem in lieu of contracted meals, or use of privately owned vehicle (POV) in lieu of state vehicle or unit transportation.

## 5. APPROVAL TO TRAVEL

A. All travel – routine, non-routine, or all-hazards response travel – must be approved by the authorized, designated official prior to initiating travel using LMD State Travel Authorization Request or be properly annotated on STAD orders.

B. In emergency situations in support of all-hazards response missions or other emergency circumstances, the authorized, designated official may verbally approve travel to allow travel to begin but traveler will complete the LMD State Travel Authorization Request or have STAD orders amended as soon as reasonably possible.

## 6. DELEGATION OR DESIGNATION OF APPROVAL AUTHORITY TO TRAVEL.

A. The LMD Director retains approval authority for **Non-routine** travel.

B. The LMD Director delegates approval authority to the LMD Deputy Director for Operations to review and approve **All-hazards Response** travel. This designation may not be further delegated.

C. The LMD Director delegates approval authority to review and approve **Routine** travel to the following staff directors/leads and Installation Commanders. Unless specified, this designation may not be further delegated.

(1) Deputy Director for Operations may approve **Routine** travel for all agency employees.

(2) Director of Education Programs may approve **Routine** travel for state employees in Education Programs. The Director of Education Programs may further delegate approval authority to Deputy Director of Education Programs.

(3) Installation Commanders may approve **Routine** travel for Force Protection state employees that support the installation under the Force Protection Program appendix.

(4) J3/7 or J3/7 State Training Officer may approve **Routine** travel for state employees that support Distance Learning and ARNG Training Support Systems Program (RTLPI/ITAM) appendices.

(5) J3/7 or J34 Protection Division Chief may approve **Routine** travel for state employees that support Protection Division including Force Protection, Antiterrorism, and Emergency Management appendices.

(6) CFMO or Deputy CFMO may approve **Routine** travel for state employees that support the Forestry Program, Qualified Recycling Program, Electronic Security Systems, MILCON & SRM, and Army Environmental appendices.

(7) J1 or Service Member & Family Programs Division Chief may approve **Routine** travel for state employees that support the State Family Programs appendix.

(8) Wing Commander, Vice Wing Commander, or Base Civil Engineer Operations Officer may approve **Routine** travel for state employees that support the ANG Operations & Maintenance and ANG Environmental appendices.

(9) Wing Commander, Vice Wing Commander, or 159th Security Forces Operations Officer may approve **Routine** travel for state employees that support the ANG Facilities Security appendix.

(10) The Cyber Quality Assurance Manager may approve **Routine** travel for state employees that support the LANG Office of Cyber Readiness.

## 7. RESPONSIBILITIES

### A. Traveler

- (1) Receives proper approval from designated authority prior to beginning travel.
- (2) 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.
- (3) Consults the most up-to-date Louisiana Travel Guide PPM49 to include any subsequent directives from the Commissioner of Administration or the Director of LMD, to familiarize themselves with the official state travel regulations and what items are reimbursable prior to beginning of travel.
- (4) Provides themselves with sufficient funds to cover routine travel expenses.
- (5) Follows LMD procedures for all travel authorizations and reimbursements.
- (6) Submits travel voucher for reimbursement within ten (10) days of completing travel.

### B. Installation Commanders, Staff Directors/Leads, Supervisors and Designated Approval Authorities

- (1) Take 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) Maximize the use of state vehicles if available.
- (3) Ensure that employees receive authorization to travel by the delegated authority prior to beginning travel.

- (4) Ensure travelers are aware of and follow travel guidelines and regulations.
- (5) Follow LMD procedures for all travel authorizations and reimbursements.
- (6) Review all travel vouchers for accuracy prior to submitting for reimbursement.

C. LMD Fiscal. Develop and maintain LMD procedures for travel authorizations and travel reimbursements.

D. LMD Auditor. The NGLA-LMD internal review section will audit the LMD State Travel Program semi-annually or as mission/operations tempo allows. Reviews may include or be limited to any of the following stakeholder participants: Program Administrator, Approving Authority, Delegated Approving Authorities, individual state travel cardholders, Controlled Billing Account (CBA), and the individual travelers.

## 8. VIOLATIONS

A. 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.

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

9. Point of contact for this policy memorandum is COL (LSG) Timothy Chastain at 504-278-8071 or [timothy.n.chastain.nfg@army.mil](mailto:timothy.n.chastain.nfg@army.mil).

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