

Office of the Commissioner
State of Louisiana
Division of Administration

JOHN BEL EDWARDS
GOVERNOR



JAY DARDENNE
COMMISSIONER OF ADMINISTRATION

MEMORANDUM

DATE: August 19, 2016

TO: All Department Heads

FROM: Jay Dardenne
Commissioner of Administration



SUBJECT: Updated/Expanded Exemption to Allow Actual Mileage Reimbursement
on All State Business

The Governor has issued **Executive Proclamation No. 111 JBE2016** proclaiming a **State of Emergency – Heavy Rain and Flooding**.

On August 17, an announcement was made that during this declared emergency an exemption was being granted to allow actual mileage reimbursements for any employee who is traveling on official state business in support of emergency response efforts.

Due to the lack of availability of rental vehicles resulting from the declared emergency, this exemption is being expanded to include all employees and contractors traveling on all official state business until further notice.

Employees are still encouraged to utilize state vehicles or rental vehicles whenever available.

All other guidelines in PPM49 remain the same.