



State of Louisiana

Department of Health and Hospitals
Office of Management and Finance

TO: All DHH Employees
Assistant Secretaries
Division/Bureau Directors

FROM: W. Jeff Reynolds
Undersecretary

DATE: July 17, 2014

RE: No Longer Submitting Requests for Reimbursement over 99 Miles

Since the State's implementation of the 99 mile per round trip and/or day reimbursement limit through the state travel policy (PPM 49: S1504.C.2.f) my office has received several requests to waive state policy and request reimbursement over the 99 miles per round trip and/or day to the Commissioner.

Due to the number of denials that DHH has received from the Commissioner it is my directive that we refrain from making any further requests for reimbursement over the 99 mile per round trip and/or day.

Effective immediately, DHH employees shall utilize a state vehicle or the state car rental contract for any travel that should exceed 99 miles round trip. Should a DHH employee elect to use their personal vehicle, they shall only be reimbursed up to the 99 miles per round trip and/or day as noted in PPM 49.

Cc: Kathy Kliebert
Courtney Phillips
Calder Lynch