 <p>Department of Children & Family Services <i>Building a Stronger Louisiana</i></p>	Division/Section	Executive Division
	Chapter No./Name	DCFS Departmental Policy
	Part No./Name	1 – Administrative/Fiscal
	Section No./Name	1-14 Travel Regulations
	Document No./Name	1-14 Travel Regulations
	Effective Date	December 1, 2024

I. STATEMENT OF POLICY

It is the policy of the Department of Children and Family Services (DCFS) to appropriately reimburse travel expenses incurred while conducting official state business in accordance with Louisiana Statutes, Executive Orders, and the Division of Administration’s State Travel Policy and Procedures Memorandum No. 49 (PPM49) and this internal DCFS policy.

These regulations and allowances apply to all DCFS offices, boards and commissions created by the Legislature or Executive Order that operate from funds that are appropriated, dedicated, self-generated, federal or funds generated from any other source, unless exemptions have been granted by the Commissioner of Administration.

On an annual basis, the Fiscal Services Section will complete and distribute a memorandum listing the exemptions granted by the Commissioner of Administration. The memorandum will be updated throughout the year, if needed.

II. PROCEDURES


A. Authorization to Travel

1. **Client Related Travel:** DCFS has established client related travel as all travel relating to a DCFS client. Client related travel is classified as Routine in accordance with PPM49.

Note: If an employee travels outside of Louisiana for client related travel, a form [PMF 111](#) is needed with justification. In all cases involving out-of-state travel, approval is required from either the Undersecretary, Deputy Undersecretary, Deputy Secretary or Chief of Staff.

On an annual basis, the Fiscal Services Section will send a blanket travel authorization form, and spreadsheet, to Child Welfare and Family Support. Program staff are responsible for updating the documents and resubmitting to Fiscal Services.

2. **Regular Travel:** DCFS has established regular travel as all travel not relating to a Child Welfare client. Regular travel is classified as either Routine or Non-Routine in accordance with PPM49.
 - a. **Routine Travel:** Travel required in the course of performing an employee’s regular job duties. Routine travel does **not** include out-of-state travel, any conferences, conventions or seminars or infrequent meetings which occur outside of an employee’s official domicile. Travel authorizations are not required for routine travel.
 - b. **Non-Routine Travel:** Travel required by DCFS which either occurs infrequently or is not required in the course of performing an employee’s

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regular job duties. Before beginning non-routine travel, employees are required to complete a [PMF 111](#) Travel Authorization form and obtain approval based on the criteria below.


- i. In-State Non-Routine Travel: Approval must be obtained from the Secretary of DCFS or their designee. The Secretary has designated the Assistant Secretary of each division as their designee.
- ii. Out-of-State Non-Routine Travel: Approval must be obtained from the Secretary of DCFS or their designee. The Secretary has designated the Undersecretary, Deputy Undersecretary or Chief of Staff as their designees.

In all cases, a PMF 111 must document the business need for the trip. Employees attending a conference, seminar or training course must attach a copy of an agenda or brochure as supporting documentation to their PMF 111.

B. Claims for Reimbursement

1. * Employees are required to provide receipts for expenses incurred including meals. For meal reimbursements, employees will be reimbursed the amount incurred on the receipt up to the allowed amount per the Division of Administration's State Travel Policy and Procedures Memorandum No. 49 (PPM49).
 - Employees are required to provide a Google Maps report showing the trip mileage calculations when requesting reimbursement for personal vehicle mileage.
 - Completed travel expense forms and supporting documentation are to be electronically submitted to the DCFS Travel Unit. Original copies of support documentation must be maintained, in a centralized location, for four (4) fiscal years at the traveler's official domicile and be available for review within 48 hours of request from the Louisiana Legislative Auditor, the Office of State Travel's Compliance Review team, DCFS Internal Auditors or Fiscal Services. **

- a. Client Related Travel: Travel reimbursements directly related to Child Welfare clients must be entered in the Tracking Information Payment System (TIPS) using Form 213. DCFS has implemented a DocuSign workflow for the Form 213. Completed forms are to be emailed to the DCFS Travel Unit at DCFS.Travel@la.gov.

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- b. Regular Travel: All DCFS employees are required to request reimbursement for regular travel expenses using the LaGov Travel module accessed through [Louisiana Employees Online](#) (LEO). Please note that reimbursement claims for disaster related travel shall be in accordance with the DCFS Emergency/Disaster Travel Policy and Procedures ([Policy 1-26](#)).

All claims for travel reimbursement must be submitted within *** 45 **** calendar days following the trip end date. Claims submitted after June 30th for travel that occurred on or before June 30th of any state fiscal year shall be submitted in accordance with established fiscal year end close procedures. Fiscal Services will submit a memo to all DCFS employees within 45 days of the fiscal year end.

Note: Failure to submit claims in accordance with fiscal year end close procedures will result in the claim being denied as the trip will be locked for processing by DOA.

2. Fiscal Services will contact employees, through email, who submit travel expenses that are either missing supporting documentation or supervisor approvals.
- a. Travelers have 7 business days to respond to Fiscal Services request for documentation.
 - b. After 7 business days, Fiscal Services will follow-up with the employee and their direct supervisor regarding the status of the request.
 - c. For travel expenses still outstanding after 14 business days from the initial request for documentation, Fiscal Services will notify the employee and their direct supervisor stating that if the requested documentation is not provided within an additional 7 business days, the reimbursement request will either be partially paid for allowable expenses or denied if partial payments are not possible based on documentation available.

III. FORMS AND INSTRUCTIONS

[PMF 111](#) / [Instructions](#) Travel Authorization Form

IV. REFERENCES

[DCFS Travel 101](#)
[PPM 49 - Travel Guide](#) (Louisiana Division of Administration)
[Instructions for Entering LaGov Travel Reimbursement Claims](#)
[Hotel Tax Exemption Certificate](#)