

1-14 TRAVEL REGULATIONS

The Department of Children and Family Services (DCFS) shall reimburse only appropriate travel expenses incurred while conducting official state business in accordance with Louisiana statutes, executive orders, the Division of Administration's State Travel Policy and Procedures Memorandum No. 49 ([PPM49](#)), and this internal DCFS policy.

These regulations apply to all DCFS employees, consultants, contractors, and boards and commissions created by the Legislature or Executive Order that operate using funds that are appropriated, dedicated, self-generated, federal, or derived from any other source—unless an exemption has been granted by the Commissioner of Administration.

Each year, DCFS Fiscal Services will prepare and distribute a memorandum listing the exemptions granted by the Commissioner of Administration. The memorandum will be updated throughout the year as needed.

Travel Authorization

A. Client-Related Travel

DCFS defines client-related travel as any travel relating to a DCFS client. In accordance with PPM49, it is classified as **routine** and therefore does not require travel authorization.

- If an employee is required to travel outside of Louisiana for client-related travel, a [PMF 111](#) (Travel Authorization Form) must be submitted with justification and approved prior to beginning travel. Approval for this out-of-state travel is required from either the Secretary, Deputy Secretary, Undersecretary, Deputy Undersecretary 3, Assistant Secretary, or Deputy Assistant Secretary for Field Services.
- On an annual basis, DCFS Fiscal Services will send a blanket travel authorization form and spreadsheet to Child Welfare. Program staff are responsible for updating the documents and resubmitting to Fiscal.

B. Regular Travel

DCFS defines regular travel as any travel not relating to a Child Welfare client. In accordance with PPM49, it is classified as either **routine** or **non-routine**.

1. Routine Travel – Travel required in the course of performing an employee's regular job duties. Routine travel does not include out-of-state travel, conferences,

conventions, seminars, or infrequent meetings which occur outside of an employee's official domicile. **Travel authorizations are not required for routine travel.**

2. Non-Routine Travel – Travel that occurs infrequently or is not required in the course of performing an employee's regular job duties. Before beginning non-routine travel, employees must complete form PMF 111 and obtain approval as outlined below. The PMF 111 must document the business need for the trip. For conferences, seminars or training courses, a copy of the agenda or brochure must be attached to the PMF 111 as supporting documentation.
 - In-State Non-Routine Travel: Approval must be obtained from either the Secretary, Deputy Secretary, Undersecretary, Deputy Undersecretary 3, or Assistant Secretary of each division.
 - Out-of-State Non-Routine Travel: Approval must be obtained from either the Secretary, Deputy Secretary, Undersecretary or Deputy Undersecretary 3.

Travel Reimbursement Claims

Completed travel expense forms and supporting documentation are to be electronically submitted to the DCFS Travel Unit as indicated below.

A. Client Related Travel

Travel reimbursements directly related to Child Welfare clients must be entered into the Tracking Information Payment System (TIPS) using Form 213. A DocuSign workflow has been implemented for completion of the Form 213. Completed forms must be emailed to the DCFS Travel Unit at DCFS.Travel@la.gov.

B. Regular Travel

Requests for reimbursement of regular travel expenses must be submitted using the LaGov Travel module, accessible through [Louisiana Employees Online](#) (LEO). Please note that reimbursement claims for disaster related travel shall be submitted in accordance with the DCFS Emergency/Disaster Travel Policy and Procedures ([policy 1-26](#)).

C. Documentation – Expenses and Personal Vehicle Mileage

The following documentation must be included when requesting reimbursement:

1. Receipts for Incurred Expenses

Employees must submit itemized receipts for all expenses incurred, including meals. Reimbursements will be issued based on the actual amount shown on the receipt, up to the maximum allowable amount as specified in PPM49.

2. Mileage Reimbursement

Employees may be reimbursed for the use of a personal vehicle for authorized business travel only when:

- The total round-trip distance exceeds 30 miles; **and**
- The travel is outside the employee's assigned domicile parish.

Exception: Child Welfare and Child Support Enforcement frontline staff may be reimbursed for travel while working on a case **within** their assigned domicile parish when the total round-trip distance exceeds 30 miles.

When requesting reimbursement for personal vehicle mileage, employees must include a Google Maps report that shows the mileage calculations for the trip.

NOTE: Original copies of supporting 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.

D. Processing

DCFS Fiscal Services will email employees who submit travel expenses that are missing either supporting documentation or supervisor approval.

- Employees have seven (7) business days to respond to Fiscal Services' request for documentation.
- After seven (7) business days, Fiscal Services will follow-up with the employee and their direct supervisor regarding the status of the request.
- For travel expenses that remain outstanding more than 14 business days from the initial request for documentation, Fiscal Services will notify the employee and their direct supervisor. The notification will state that if the requested documentation is not provided within an additional seven (7) business days, the reimbursement request will either be partially paid for allowable expenses or denied if partial payment is not possible based on the documentation available.

E. Deadlines

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 must be submitted in accordance with established fiscal year-end close procedures. Fiscal Services will issue a memo to all DCFS employees within 45 days of the fiscal year end.

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.

References:

[DCFS Travel 101](#)

[Instructions for Entering LaGov Travel Reimbursement Claims](#)

[Hotel Tax Exemption Certificate](#)

Organizational:

DCFS – DCFS Departmental Policy – 1. Administrative/Fiscal – 1-14 Travel Regulations

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