



**LOUISIANA
BOARD OF PARDONS & PAROLE**

**Number: 01-116-DIR
Date: October 26, 2020
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BOARD DIRECTIVE

SUBJECT: BOARD MEMBER TRAVEL

PURPOSE: The purpose of this directive is to ensure uniformity and to assist in budgetary control of Board Member travel expenses.

AUTHORITY: LAC, Title 22, Part V and Part XI, Division of Administration PPM No. 49, La. R.S. 42:1115

REFERENCE: ACA Standard 2-1029, Board Policy 01-124-POL, "Fiscal Management", Ethics Form 413

DIRECTIVE: A Board Member traveling on state business shall exercise the same expense judgment that he/she would if traveling on a personal budget. Only expenses actually incurred and are essential to conduct state business should be submitted for reimbursement.

PROCEDURES:

- A. Authorized Travel: Authorized travel is any travel associated with the duties of a Board Member to include: Board meetings, committee meetings, conferences/workshops, travel to units or travel to conduct Board business whether at the request of the Chairman or by invitation.
 - 1) Any invitation for a Board Member to attend and/or speak at an event on behalf of the Board must be authorized by the Chairman in advance of the event.
- B. Members will be reimbursed for travel to and/or from a residence to their duty point (Headquarters or other hearing location, conference/workshop, or other location to conduct Board business).
- C. Travel receipts may be submitted to the Executive Management Officer (EMO) to ensure accuracy and compliance with Division of Administration PPM No. 49, which governs Louisiana state travel.
- D. Upon completion, the travel expense account should be signed and submitted to the EMO for processing for payment.

- E. The EMO will ensure timely processing of the request for reimbursement of Board Member travel expenses.
- F. Financial Disclosure on Complimentary Admission, Lodging, or Transportation
 - 1) All State Travel Regulations listed in PPM 49 must be followed. Ethics Board Form 413 must be completed and submitted to the Ethics Board whenever an entity, outside of the Board of Pardons & Parole, pays for the Board Members admission, lodging, or transportation.
 - 2) Board Members shall adhere to the guidelines laid out in RS 42:1115.

SHERYL M. RANATZA, CHAIRMAN

**Signature on file.*

This directive replaces and supersedes Board Directive 01-116-DIR, "Board Member Travel" dated May 18, 2020. (Technical Revisions Only)