

*State of Louisiana
Office of State Travel*

Jeff Landry
Governor

Taylor F. Barras
Commissioner of Administration



Division of Administration
P.O. Box 94095
Baton Rouge, Louisiana 70804-9095
Phone (225) 342-8053
Fax (225) 342-5019

PPM49 Addendum #01– Declared Emergency Meals and Incidental Expenses (Act No. 799 of 2026)

Effective July 1, 2026

Pursuant to La. R.S. 39:231, during a gubernatorially declared state of emergency or disaster, reimbursement for meals and incidental expenses (M&IE) may be authorized at a rate not to exceed seventy-five percent (75%) above the applicable U.S. General Services Administration (GSA) M&IE rate for state officers and employees performing duties directly related to the declared emergency or disaster.

The enhanced reimbursement applies only to state public officials and employees deployed in direct response to the declared emergency or disaster, within the designated emergency area as identified in the governor's executive order or proclamation, or in any area to which state personnel are deployed in direct response to the declared emergency or disaster, and only during the established period of the declaration, including any authorized extension, or thirty (30) days after the date of the declaration, whichever occurs first.

Agencies authorizing reimbursement under this provision shall maintain documentation sufficient to demonstrate compliance with La. R.S. 39:231. At a minimum, documentation shall include:

- The Governor's emergency declaration number or other identifying information for the declared emergency.
- The employee's name.
- The dates of travel are associated with the emergency response.
- The applicable GSA M&IE rate and the amount reimbursed per day.
- Justification that demonstrates the employee was performing duties directly related to the declared emergency or disaster within the designated emergency area as identified in the governor's executive order or proclamation, or in any area to which state personnel are deployed in direct response to the declared emergency or disaster.

In accordance with La. R.S. 39:231, agencies shall submit the required documentation supporting these reimbursements to the Commissioner of Administration within sixty (60) days

after termination of the declared state of emergency or disaster. Documentation should be emailed to StateTravel@LA.Gov.

Except as modified by this addendum, all other provisions of PPM49 remain in effect.