

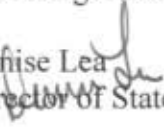


BOBBY JINDAL
GOVERNOR

ANGELE DAVIS
COMMISSIONER OF ADMINISTRATION

State of Louisiana
Division of Administration
Office of State Purchasing

TO: All Elected Officials, Department Heads, Presidents
Of Colleges and Universities and Travel Card Program Administrators

FROM: Denise Lea 
Director of State Purchasing and Travel

DATE: March 17, 2009

RE: Reinstatement Policy for State of Louisiana Corporate Travel Cards

The corporate travel card program was established to assist employees to pay for travel expenses incurred during official state business. It is designed to enable employees to purchase items for official state business with the convenience of a credit card to offset their cost with the understanding that each employee should immediately seek reimbursement for said expenses.

The current State of Louisiana Corporate Travel Card policy states that any balance on a travel card account is due in full each month. We continue to receive notices from the bank of our employees carrying excessive travel card delinquencies on their accounts. These delinquencies greatly impact the travel card program.

Effective immediately there will be a new reinstatement policy for all past due accounts.

- If the cardholder's account reaches 61 days past due, the account will be suspended until the cardholder has paid the entire past due balance in full.
- If the cardholder's account reaches 91 days past due without the entire past due balance being paid, the credit card will be revoked. Once a card is revoked, the cardholder's request for reinstatement will not be honored and the card account will not be reopened.

Please notify employees that will be impacted by this change. I am also requesting that new cardholders be made aware of this policy during training and completion of the application. Thank you for your cooperation in this matter.