



STATE OF INDIANA


MITCHELL E. DANIELS, JR., Governor

DEPARTMENT OF ADMINISTRATION TRAVEL MANAGEMENT

Indiana Government Center South
402 West Washington Street, Room W475
Indianapolis, Indiana 46204

DATE: January 11, 2006

TO: ALL STATE EMPLOYEES

FROM: Earl A. Goode, Commissioner 
Indiana Department of Administration

SUBJECT: Travel Policies Regarding State Resources

It is the intent of the Department of Administration to highlight two policies relating to travel. The first regards the use of State vehicles by non-state employees while the second regards state employees using the services rendered by the State's contracted travel agent service. The policies below will replace any existing similar policies.

1.) "Only authorized passengers engaged in official State business may be transported in a State-owned vehicle. Any request for exception to this policy must be submitted in writing to the Commissioner of the Indiana Department of Administration. Once approval is received, the vehicle driver must complete a Waiver of Liability form. This form is to be kept with the Motor Pool lease paperwork. It should be noted that, while State of Indiana employees are covered by Workman's compensation while in official travel status, no medical or liability insurance coverage is provided for non-employees riding in State vehicles."

2.) "The state travel agent may only be used by current state employees who are conducting state business and have received travel approval. If a state employee is accompanied by a non-state employee while traveling on state business, the travel agent may make reservations to accommodate both parties with written approval from the agency supervisor. The travel agent may make extended-stay reservations for a current state employee."