




State of Louisiana
Department of Health and Hospitals
Office of Public Health

MEMORANDUM

TO: Center Directors

FROM: Clayton Williams, MPH
Assistant Secretary 

DATE: February 17, 2011

RE: Travel Authorization for LPHA Annual Conference

The Louisiana Public Health Association is holding its annual educational conference on March 16, 17, and 18 in Lake Charles. I am approving on-duty status for OPH employees who will be attending the 2011 LPHA Annual Conference. The on-duty status will include time at the conference as well as travel time to and from the conference, but cannot exceed eight (8) hours on-duty status per day of attendance; there will be no compensatory time or overtime approved relative to this conference. Due to budget constraints, expenses (travel, registration, etc.) incurred by OPH employees for attendance at the LPHA conference will not be reimbursed.

Please share this information with all employees and provide my office a list of the names and personnel numbers no later than March 4, 2011 of all employees within your Center being approved to attend the LPHA Annual Conference.