




DIVISION OF FINANCE

MEMORANDUM

TO: All Faculty and Staff
FROM: Lisa L. Cole 
Assistant Vice President for Finance and Comptroller
DATE: July 6, 2017
SUBJECT: 2017-2018 Louisiana Travel Guide

The State of Louisiana Division of Administration has published the **2017-2018 Louisiana Travel Guide (PPM 49)**. The revised travel guide and a pocket-sized travel guide may be accessed through the Louisiana Tech University website at <http://finance.latech.edu/comptroller/travel/index.php> or through the Office of State Travel website at <http://www.doa.la.gov/Pages/osp/Travel/travelPolicy.aspx>. Instructions for a PPM 49 Phone App are also located <http://www.doa.la.gov/Pages/osp/Travel/mobileapp.aspx>. **The changes in state travel policies and rates for 2017-2018 include the following items:**

- **Personal Vehicle Mileage Reimbursement:** Personal vehicle mileage reimbursement has been increased to \$.53 cents per mile with a maximum of 99 miles per trip and/or day. See S1504.C.2 on pages 15 and 16 of the Travel Guide.
- **Public Ground Transportation:** The cost of public ground transportation such as buses, subways, airport shuttle/limousines, and taxis are reimbursable when the expenses are incurred as part of approved state travel. Airport shuttle/limousines, taxis and all other public transportation where a receipt is available, require a receipt for reimbursements. A driver's tip for shuttle/limousines and taxis may be given and must not exceed 20% of total charge. The amount of tip must be included on the receipt received from driver/company. (The tip amount was previously limited to 15% of total charge.) All other forms of public ground transportation, where a receipt is not possible and other than those listed above, are limited to \$10 per day without a receipt; claims in excess of \$10 per day require a receipt. (This amount was previously \$15 per day.) See Section 1504.D on page 21 of the Travel Guide.
- **Meal and Lodging Allowances:** The meal allowances have increased for Tier II. Many of the routine lodging allowances have increased. See S1506.C on pages 26 and 27 of the Travel Guide.
- **Rental Vehicles While Attending a Conference:** If staying at a designated conference hotel or an overflow hotel, the traveler may not rent a rental vehicle unless prior approval is granted. A request for an exception should be included on the travel authorization. See S1506.C.8 on page 25 of the Travel Guide.

Other important travel information:

- **Airfare.** If a traveler has an unused ticket, it is the traveler's responsibility to determine if he will be utilizing the unused ticket. If it is determined that the ticket will not be utilized prior to expiration and there is a possibility to transfer the ticket, the traveler must immediately advise the Office of the Comptroller (Julia Nations at 257-4325 or jnations@latech.edu) that the ticket is available for use by

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another employee. The Office of the Comptroller is required to monitor the unused airfare each month and provide a report to President Guice for his review.

- Vehicle Rentals: The use of Enterprise Rent-A-Car for all in-state vehicle rentals continues to be mandatory in 2017-2018. For out-of-state vehicle rentals (rentals initiating outside the state of Louisiana), travelers are required to utilize Hertz, Enterprise-Rent-A-Car, or National. The contract rental rates are located on pages 33 through 36 of the Travel Guide. As a reminder, the pre-paid fuel option is not allowed.

Although the 2017-2018 Travel Guide states that all high cost expenditures must be placed on the purchasing card, travel card, or CBA accounts, **the University has been granted an exemption from this requirement except for student group travel and in-state vehicle rentals.** Travel expenditures are **NOT ALLOWED** on the University's purchasing card program. The University strongly encourages the use of the CBA account for student group travel. For in-state vehicles, the traveler provides the direct billing number on the Enterprise website and the vehicle rental is placed on the University's CBA account at the time of travel. The Enterprise website for Louisiana Tech University travelers is http://www.enterprise.com/car_rental/deeplinkmap.do?bid=028&refId=LOUTECHU.

Please ensure that all faculty and staff members, especially new employees in your department, are made aware of the state travel policies. Adherence to the travel guidelines will assist the Office of the Comptroller to expedite the processing of your travel reimbursements. **Frequently Asked Travel Questions are located at http://finance.latech.edu/travel_faq.php.** If you need additional assistance, please contact Cathy Ervin in the Office of the Comptroller at 257-4325 or by email at cervin@latech.edu.