




# LOUISIANA TECH UNIVERSITY

DIVISION OF FINANCE

## MEMORANDUM

**TO:** All Faculty and Staff

**FROM:** Stephen Johnson   
Travel Coordinator

**DATE:** June 1, 2022

**SUBJECT:** 2022-2023 Louisiana Travel Guide

The State of Louisiana Division of Administration has published the **2022-2023 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 <https://www.latech.edu/administration/finance/comptroller/travel> or through the Office of State Travel website at <https://www.doa.la.gov/oa/ost/ppm-49-travel-guide/>. Instructions for a PPM 49 Phone App are also located at <https://www.doa.la.gov/oa/ost/ppm-49-travel-guide/mobile-access/>. **The changes in state travel policies and rates for 2022-2023 include the following items:**

- **Communicable Disease Testing:** Travelers may be reimbursed for communicable disease testing if they are traveling on official state business. Receipts are required for reimbursement.
- **Meals and Lodging:** Tier pricing for meal and lodging allowances has changed in some areas. See S1511 on pages 26 and 27 of the Travel Guide.
- **Lodging:** "Resort fees" or any other similarly termed fees are reimburseable provided they do not cover an item that may be considered a gift, such as a tour or ticket. These fees will be considered part of the total room rate, and that combined rate cannot exceed the tier lodging rate for the area.
- **Methods of Transportation:** Motorcycles/bicycles/mopeds/motorized scooters (including e-scooters) shall not be used for official state travel. Passengers may not be transported at any time on official state travel using any of these types of vehicles.

### Other important travel information:

- **Airfare:**
  - Effective 1/1/2021, Christopherson Business Travel replaced Short's Travel Management as the mandatory travel agency for booking 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 by notifying Stephen Johnson, [sjohnson@latech.edu](mailto:sjohnson@latech.edu), that the ticket is available for use by 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.

- Conference Lodging Allowance: When staying at a designated conference hotel, documentation showing the conference room rate is required.
- Vehicle Rentals: The use of Enterprise Rent-A-Car, Hertz or National for all in-state and out-of-state vehicle rentals is mandatory in 2022-2023. The contract rental rates are located on pages 31 through 33 of the Travel Guide. As a reminder, pre-paid fuel options or replacement of gasoline from the rental company are not allowed.

Although the 2022-2023 Travel Guide states that all high cost expenditures must be placed on the purchasing card, travel card, or CBA accounts, **each year the University requests 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 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 [https://legacy.enterprise.com/car\\_rental/deeplinkmap.do?bid=028&refld=LOUTECHU](https://legacy.enterprise.com/car_rental/deeplinkmap.do?bid=028&refld=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 <https://www.latech.edu/administration/finance/comptroller/frequently-asked-travel-questions>.** If you need additional assistance, new employee training, or refresher training, please contact Stephen Johnson in the Office of the Comptroller at 257-4325 or by email at [sjohnson@latech.edu](mailto:sjohnson@latech.edu).