




DIVISION OF FINANCE

MEMORANDUM

TO: All Faculty and Staff

FROM: Stephen Johnson 
Travel Coordinator

DATE: June 30, 2021

SUBJECT: 2021-2022 Louisiana Travel Guide

The State of Louisiana Division of Administration has published the **2021-2022 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/doa/ost/policy/>. Instructions for a PPM 49 Phone App are also located <https://www.doa.la.gov/doa/ost/mobile-app/>. **The changes in state travel policies and rates for 2021-2022 include the following items:**

- **Personal Vehicle Mileage Reimbursement:** Personal vehicle mileage reimbursement has been decreased to \$.56 per mile with a maximum of 99 miles per trip and/or day. See S1504.C.2 on pages 14 and 15 of the Travel Guide.
- **Meals and Lodging:** Tier pricing for meal and lodging allowances has changed in some areas. See S1506.C on pages 25 and 26 of the Travel Guide.
- **Contracted Vehicle Rental Agencies:** Effective 7/1/21, Enterprise, Hertz and National may now be used for in-state vehicle rentals. See S1506.A.8 on page 7 for details.

Other important travel information:

- **Airfare:**
 - Effective 1/1/2021, Christopherson Business Travel replaced Short's Travel Management as the mandatory travel agency.
 - 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, 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 vehicle rentals is mandatory in 2021-2022. For out-of-state vehicle rentals (rentals initiating outside the state of Louisiana), travelers are required to utilize Enterprise-Rent-A-Car, Hertz or National. The contract rental rates are located on pages 31 through 35 of the Travel Guide. As a reminder, the pre-paid fuel option is not allowed.

Although the 2021-2022 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&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 <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.