




# LOUISIANA TECH UNIVERSITY

DIVISION OF FINANCE

## MEMORANDUM

**TO:** All Faculty and Staff

**FROM:** Stephen Johnson   
Travel Coordinator

**DATE:** June 12, 2023

**SUBJECT:** 2023-2024 Louisiana Travel Guide Update

Effective July 1, 2023, The State of Louisiana Division of Administration has released the **2023-2024 Louisiana Travel Guide (PPM 49)**. The revised 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/ppm-49-travel-guide/>. Instructions for a PPM 49 Phone App are also located at <https://www.doa.la.gov/doa/ost/ppm-49-travel-guide/mobile-access/>. **The changes to in state travel policies which are effective for all travel occurring on or after July 1, 2023, include the following items:**

- **Methods of Transportation:** If utilizing Uber or Lyft type services, then only a standard size vehicle is reimbursable with an itemized receipt. Premium or larger vehicles are not reimbursable. Agencies may reimburse tolls, surcharges, and fees (excluding wait time fees) when it is determined that these services are the most cost-effective option. Wait time fees are not a reimbursable expense. Travelers should try to utilize the most economic ground transportation without incurring additional fees or surge pricing.
  - Uber Black, Uber Black XL, and Uber Premier are not reimbursable.
  - Lyft Lux, Lyft Lux Black, and Lyft Lux Black XL are not reimbursable.

### **Other important travel information already in effect for 2023-2024:**

- **GSA Per Diem and Lodging:** On October 1<sup>st</sup>, 2022, the state adopted the U.S. General Services Administration (GSA) per diem and lodging rates in lieu of the previous tier rates. GSA rates are extensive and vary greatly from one destination to another. The GSA website and can be accessed directly at <https://www.gsa.gov/travel/plan-book/per-diem-rates>. The site has both a search function and browse function to assist individuals with finding their destinations. If the city to which one is traveling is not found in their table, then the GSA standard room rate will apply. Travel departure and return times are no longer relevant for per diem under the new rules. The GSA operates on a 75% rule for the first and last days of travel (see more on this in below).
- **Conferences:** If staying at a designated conference hotel, then documentation showing the conference room rate must be provided for reimbursement. If meals are included in a conference schedule and are part of the registration fee, then the traveler cannot request/receive per diem for

that meal. If a meal is included on the first or last day of travel, then the full GSA amount for that meal must be removed from the 75% per diem allotment for first and last day travel. For example, when traveling to Baton Rouge for a conference the GSA rules for the first day of travel allow for \$51.75 for meals and incidentals (75% of daily total). If dinner is provided by the conference on that first day of travel, then the traveler would reduce the \$51.75 by the full \$31 amount listed on the GSA rate table for dinner.

From the GSA table:

Primary Destination	County	M&IE Total	Continental Breakfast-Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel
Baton Rouge	East Baton Rouge Parish	\$69	\$16	\$17	\$31	\$5	\$51.75

- 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.
  
- 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 2023-2024. The contract rental rates are located on pages 29 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 2023-2024 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 Enterprise rentals. This process allows the traveler to provide the direct billing number on the Enterprise website. The vehicle rental is then placed on the University's CBA account at the time of travel. The Enterprise website to make reservations 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 the 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 travel reimbursements. **Frequently Asked Travel Questions are located at <https://www.latech.edu/administration/finance/comptroller/frequently-asked-travel-questions>.** If additional assistance, new employee training, or refresher training are needed, then please contact Stephen Johnson in the Office of the Comptroller at 257-4325 or by email at [sjohnson@latech.edu](mailto:sjohnson@latech.edu).