




LOUISIANA TECH UNIVERSITY

DIVISION OF FINANCE

MEMORANDUM

TO: All Faculty and Staff

FROM: Stephen Johnson 
Travel Coordinator

DATE: June 24, 2024

SUBJECT: 2024-2025 Louisiana Travel Guide Update

Effective July 1, 2024, The State of Louisiana Division of Administration has released the **2024-2025 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 the state travel policies which are effective for all travel occurring on or after July 1, 2024, include the following items:**

- Per Diem and Lodging in Alaska, Hawaii, and U.S. Territories (Guam, Puerto Rico, etc.): Per Diem for these destinations is now \$110 per day, and \$82.50 for the first/last day of travel. Lodging rate is now \$225 per night.

Other important travel information already in effect for 2024-2025:

- GSA Per Diem and Lodging: On October 1st, 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.
- 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, 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 2024-2025. 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 2024-2025 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.

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.