

NORTHWESTERN STATE UNIVERSITY  
BUSINESS AFFAIRS / TRAVEL



TO: ALL FACULTY / STAFF OF NORTHWESTERN STATE UNIVERSITY  
FROM: BUSINESS AFFAIRS / TRAVEL  
DATE: 07/10/23  
RE: TRAVEL POLICIES AND PROCEEDURES

Below is a summary of the new PPM49 travel regulation additions/changes/clarifications from the State Travel Office for the fiscal year 2023-2024 effective July 1, 2023.

**Key Additions/Changes/Clarifications to PPM49:**

- **Mileage** - Reimbursement from official domicile to area of travel based on most direct route while in a personally owned vehicle. Mileage shall be reimbursable on the basis of \$0.655.
- **Meal Allowance** – Continental breakfast served by the conference is not a reimbursable meal.
- **Electronic Reconciliation** – ALL backup/supporting documentation should be attached to each transaction in Bank of America Works prior to sign off.

**If you have any questions regarding these changes, please contact NSU Travel Office.  
Jennifer Breedlove 357-4384 / JoAnn Bell 357-4006**