

PPM 49 POLICY RESOURCES

State Travel Website

[Office of State Travel Website](#)

GSA Per Diem Website

[GSA Website](#)

U.S. Department of State: Foreign Per Diem Website

[U.S. Department of State Website](#)

State Travel Agency

Christopherson Business Travel

Toll Free: 800-961-0720

Direct: 205-874-8538

Group Booking Only: 866-371-3580

Hours: 7:00 AM - 8:00 PM CT, Monday – Friday

Email: statela@cbtravel.com (State Advisor Team)

Email: statelauniv@cbtravel.com (University Advisor Team)

Agent Assisted Bookings (Non-Refundable)

\$24.00 per domestic ticket

\$31.00 per international ticket

\$21.00 per domestic ticket for 10 or more people on the same itinerary plus tax

\$29.00 per international ticket for 10 or more people on the same itinerary plus tax

Online Booking (Non-Refundable)

\$7.00 per domestic or international ticket

After hours service for emergency use only

After 5 p.m. and on weekends: 800-961-0720

Create a travel profile: [Christopherson Business Travel AirPortal Webpage](#)

Christopherson Business Travel Login: [Christopherson Business Travel Website Login](#)

(click on AirPortalLogin if you've already created a profile)

Travel Agency link on State Travel Webpage:
[State Travel Agency Webpage](#)

Motor Coach Travel

STM Driven

Direct: 319-433-0851

Mobile: 773-766-8123

Contact Name: Nick Gyllin

Email: ngyllin@STMDriven.com

Rental Vehicles

State Travel Ground Transportation Webpage:

[State Travel - Ground Transportation Webpage](#)

Enterprise/National

Contact Name: Joseph Rosenfeld

Direct: 225-445-7250

Email: joseph.g.rosenfeld@em.com

[Enterprise/National Rental Rates and Fees](#)

Hertz

Contact Name: Nadika Perera

Direct: 239-301-7635

Email: Nadika.Perera@Hertz.com

[Hertz Rental Rates and Fees](#)

Office of Risk Management

Hold Harmless For Use Of, or Transport In, State

Vehicles: [Hold Harmless State Vehicles](#)

Hotels

State Travel Hotels Webpage:

[State Travel - Hotels](#)

HotelPlanner

Pat Smith

Direct: 713-805-1395

Email: Pat.Smith@HotelPlanner.com

Parking Rates

Allowable Airport Parking Rates:

Baton Rouge Airport Parking: \$8.00 per day for parking in the indoor/outdoor garage or lot.

Baton Rouge Parking Coupon Link: [Click to Print Airport Parking Coupon](#)

New Orleans Airport Parking: Airport Surface Lot: \$20.00 per day
Airline Economy Garage: \$12.00 per day
US Park: \$16.00 per day plus tax