



# Office of State Travel

## *Travel and PPM 49 Training*



# PPM49 Updates

- Website: [Travel.LA.Gov](http://Travel.LA.Gov)
- General Specifications
- Methods of Transportation
- Unused Airline Tickets
- Vehicles and Mileage Rate
- Lodging
- Meals
- Other Reimbursable Expenses
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# Travel.LA.Gov



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## OFFICE OF STATE TRAVEL

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PPM 49 - TRAVEL POLICY



OST TRAINING



TRAVEL AGENCY



GROUND  
TRANSPORTATION



AIRFARE/AIRPORT



HOTELS

## OFFICE OF STATE TRAVEL

The Office of State Travel is responsible for setting Louisiana's general travel regulations, known as Policy and Procedure Memorandum 49 (PPM49). These regulations provide for more efficient administration of travel policies. The office sets maximum standards along with clarifying, guiding, reviewing, and approving all waivers to PPM49.

State Travel is also the state program administrator for both the State of Louisiana's LaCarte Purchasing Card Program and the State's Corporate Travel Card Program. Its responsibility is to educate agency program administrators and manage both programs to ensure success.



# General Specifications

- Airfare, lodging, vehicle rental, and conference registrations must be placed on the LaCarte Purchasing Card, Travel Card, or agency CBA.
- Christopherson Business Travel is the State's contracted travel agency. Use of this contract is mandatory for airfare.
- Hotel Planner is available for use to book hotels. Use is not mandatory.
- Routine Travel - Travel required in the course of performing his/her regular job duties.
- Non-Routine Travel – conferences, out-of-state travel, non-routine meetings



# General Specifications

- Travelers are responsible for all necessary expenses that are not covered by the agency's card program. (Meals, Incidentals, Baggage, Taxi)
- Domicile – an employee's official domicile is determined by their agency's HR office.
  - Travelers cannot be reimbursed while traveling within their domicile or traveling from their residence to their official domicile. (Exception – when traveling within your domicile is a regular job duty)



# Methods of Transportation

## Air Travel

- All flights must be booked using Christopherson Business Travel.
  - Travelers must choose the lowest logical airfare.
  - Seat upgrades, business class, or first class are not to be paid by the agency.
- Christopherson Business Travel
  - Online Booking Fee - \$7 / Agent Booking Fee - \$24
  - Employees must verify their profiles before booking flights with Christopherson.
  - Employees must verify the agency field is correct and all information on the profile is complete and accurate.
  - In order for a charge to be placed on an agency's correct CBA account, the approver and the traveler must be set up under the same agency within Christopherson's system.



# Methods of Transportation

## Air Travel – Unused Tickets

- Unused airline tickets must be reviewed by the traveler every 30 days.
- Notifications from Christopherson are sent 120, 90, 60, 30, and 14 days prior to the ticket's expiration. The notifications are sent to the traveler and your agency's travel administrator.
- Department heads must review all unused airfare and the traveler's justification to determine if the traveler must reimburse the agency for the cost of the unused ticket. All files must be properly documented.
- If the ticket will not be used prior to expiration and there is the possibility to transfer the ticket, the traveler must advise the agency's travel administrator that the ticket is available for use by another traveler or section of the agency. Travel administrators should attempt to use the ticket for another traveler within the agency. If your agency cannot use the ticket, contact State Travel to see if the ticket can be used by another agency.



# Methods of Transportation

## Motor Vehicle

- Travelers must use the options below in sequential order:
  - First: A traveler should utilize a state vehicle when available.
  - Second: A traveler should rent a vehicle from the State's vehicle rental contracts with **Enterprise, National, or Hertz** for travel over 99 miles.
  - Third: A traveler must receive prior approval from their department head to use his/her personal vehicle and be reimbursed more than 99 miles.
- Personal Vehicle Mileage Rate
  - The mileage rate is based on the GSA privately owned automobile rate.
  - Current mileage rate is \$0.67/mile.
- No mileage or vehicle rentals are allowed for employees receiving a vehicle allowance unless they are traveling out-of-state.
- Motorcycles/bicycles/mopeds/motorized scooters (including e-scooters) shall not be used for official State travel.
  - No passengers may be transported, at any time on official State Travel, on motorcycles/bicycles/mopeds/motorized scooters (including e-scooters).





# Methods of Transportation

## Motor Vehicle – Rental Vehicles

- The State's contracts with Enterprise, Hertz, or National must be used for domestic travel.
- Vehicle Size – Compact, Economy, Intermediate, or Standard are allowed.
  - Larger or more expensive rental options must have justification and prior approval by your agency's department head
- Direct Billing – each agency should have direct bill accounts setup with each rental company being used. (See State Travel Website for contact information)
- Vehicles rented using the State's contracts are never to be used for personal use.
- The State's contract reservation codes are never to be shared with non-state employees.
- No prepaid fuels options or fuel charges are allowed.
- Insurance is included in the domestic vehicle rental contracts.



# Methods of Transportation

## Ground Transportation

- Includes the cost of buses, subways, airport shuttles/limousines, ferries, tolls, and taxis while on official State business.
  - Receipts are required
  - When utilizing a free shuttle service, a \$5 tip is allowed with no receipt
- Uber and Lyft are allowable but wait time fees are not reimbursable.
  - 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
  - UberXL and Lyft XL are reimbursable with two or more passengers
- Tips for ground transportation must not exceed 20% of the total charge.



# Methods of Transportation

## Parking and Tolls

- Baton Rouge Airport (Indoor/Outdoor)
  - Contracted rate of \$4.50 per day (Receipt required)
  - Certificate and State ID required to receive contract rate.
  - Certificate - <https://www.doa.la.gov/media/ppyndkra/br-airport-parking-20-21.pdf>
- New Orleans Airport
  - Parking is allowed in the Surface Lot or the Airline Economy Garage
  - Reimbursable up to \$20 per day with receipt
- Other parking, ferry fares, and tolls
  - \$5 per day without receipt
  - Over \$5 per day with receipt
- Valet Parking
  - Included in daily incidentals (\$5/day for domestic travel)



# Lodging

- Daily lodging rate must be within the GSA lodging rates for domestic travel or U.S. Dept of State Rates for international travel
- Louisiana Sales Tax is not allowed
- Non-Conference Lodging Overage Allowances - Department heads have the authority to approve actual costs for routine lodging on a case by case basis, but shall not exceed fifty percent over the GSA or Department of State lodging rate for the applicable travel location.
- In areas where the Governor has declared an emergency, a department head or his/her designee has the authority to approve actual routine lodging provisions on a case-by-case basis, but shall not exceed seventy-five percent over the GSA or Department of State lodging rate for the applicable travel location. Detailed documentation must be kept on file.



# Lodging

## Conference

- Travelers are allowed to book at the conference lodging rates, plus tax and any mandatory surcharge (other than Louisiana Sales Tax).
  - **Receipts are required along with documentation showing the actual conference rate.**
- If staying at a designated conference hotel or an overflow hotel(s), you may not rent a vehicle unless prior approval is granted from the department head. Rental vehicles must be for official state business and supporting documentation must be maintained in the file.

## Lodging Fees

- Many hotels charge mandatory fees variously termed "resort fees," "amenity fees," "urban destination fees," "facilities fees" and "daily destination fees," among others.
  - Agencies/travelers should review these fees and to determine what is included before authorizing reimbursement, as they can vary from simply covering internet access to including items that may be considered gifts, like tours or tickets. If the fees do not include an item that can be considered a gift, these fees are reimbursable but should not exceed the applicable tier rate when combined with the daily room rate.



# Meals and Incidentals (M&IE)

- Meals and Incidentals are based on GSA Per Diem Rates for domestic travel.
- Meals and Incidentals are based on U.S. Dept. of State for international travel.
- Reimbursement will be treated as a daily per diem if no meals are provided during the trip.
- Meals included in a conference agenda, including continental breakfast, are not eligible for reimbursement.
- No receipts are required to receive the daily per diem unless a cash advance was given
- First and Last day M&IE reimbursement is 75% of the full daily per diem.



# Meals and Incidentals (M&IE)

- Alcohol is prohibited
- Single day meals are not eligible for reimbursement unless deemed necessary and approved by your agency's department head. (Travel must be more than 12 hours)
  - Agency's are responsible for reporting single day meal reimbursement as taxable wages to the traveler.
- Incidental Tips
  - Limited to a maximum of \$5 per day for all incidental tips for domestic travel
  - Domestic incidental expenses include tips for valet, porters, baggage carriers, and hotel staff.



# Lodging and Meal Rates

- Domestic Lodging and Meals Rates
  - Based on U.S. General Service Administration (GSA)
  - <https://www.gsa.gov/travel/plan-book/per-diem-rates>
- International Lodging and Meal Rates
  - Based on U.S. Dept. of State
  - [https://aoprals.state.gov/web920/per\\_diem.asp](https://aoprals.state.gov/web920/per_diem.asp) (Location Look-up)
  - [https://aoprals.state.gov/content.asp?content\\_id=114&menu\\_id=75](https://aoprals.state.gov/content.asp?content_id=114&menu_id=75)  
(Daily per diem breakdown)





# Other Reimbursable Expenses

- State business communication costs may be reimbursed with receipts.
- Personal calls during domestic travel are not reimbursable.
- Travelers with a state-issued phone or receiving a monthly stipend are not allowed communication reimbursements for domestic travel.
- International travel –
  - Up to \$10 for personal calls upon arrival at each destination and up to \$10 for personal calls every second night after the first night, if the travel extends several days.
  - International charges by mobile service providers may be reimbursed with receipts and justification of the business need. If travelers are reimbursed for international charges, the traveler is not allowed to receive an allowance for personal calls.
- Laundry services (Domestic Travel Only) – If traveling for more than seven days, laundry services may be reimbursed with the department head or his/her designee's prior approval. Receipts are required and may be reimbursed up to the actual cost.



# Agency Hosted Conference

- Must be in accordance with the current Small Purchase Executive Order.
- Sign-in sheets are required
- Breakfast and Dinner require approval from the Commissioner of Administration.
- The lunch allowance is the sum of the breakfast and lunch per diem listed in the applicable location's tier.
  - Example – If the PPM49 meal rates for New Orleans are \$17 for breakfast and \$18 for lunch, the conference lunch allowance will be \$35.
- Refreshments – \$5.50 per person and allowed twice per day.



# GSA Website

**GSA** U.S. General Services Administration

Per Diem Lookup

Search GSA.gov

- Buy through us ▾
- Sell to government ▾
- Real estate ▾
- Policy and regulations ▾
- Small business ▾
- Travel ▾**
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Home > Travel > Plan & Book > Per Diem Rates

## Per Diem Rates

### Overview

FY 2024 Per Diem Highlights

FAQ

Per Diem Files

M&IE Breakdown

Factors Influencing Lodging Rates

Per Diem Boundaries

Fire Safe Hotels

Per Diem Contacts

## Per Diem Rates

Rates are set by fiscal year, effective October 1 each year. Find current rates in the continental United States (“CONUS Rates”) by searching below with city and state (or ZIP code), or by clicking on the map, or use the new [per diem tool to calculate trip allowances](#).

### Search by city, state, or ZIP code

Required fields are marked with an asterisk ( \* ).

For Fiscal Year: \*

2024 (Current Fiscal Year)

State

Louisiana

City

City (optional)

OR

ZIP

ZIP

**Find Rates**

Have travel policy questions? Use our [‘Have a Question?’](#) site

Have a question about per diem and your taxes? Please contact the Internal Revenue Service at [800-829-1040](tel:800-829-1040) or visit [www.irs.gov](http://www.irs.gov). GSA cannot answer tax-related questions or provide tax advice.

### Need a state tax exemption form?

Per OMB Circular A-123, federal travelers "...must provide a tax exemption certificate to lodging vendors, when applicable, to exclude state and local taxes from their hotel bills." GSA's SmartPay team maintains the most current [state tax information](#) , including any applicable forms.



# GSA Website - Lodging

## FY 2024 Per Diem Rates for Louisiana

I'm interested in:

[Lodging Rates](#)

[Meals & Incidentals \(M&I\) Rates](#)

[New Search](#)



### Daily lodging rates (excluding taxes) | October 2023 - September 2024



Cities not appearing below may be located within a county for which rates are listed. To determine the county a destination is located in, visit the [Census Geocoder](#).

Filter Results...

Primary Destination <span>i</span>	County <span>i</span>	2023			2024									
		Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	
Alexandria / Leesville / Natchitoches	Allen / Jefferson Davis / Natchitoches / Rapides / Vernon Parishes	\$109	\$109	\$109	\$109	\$109	\$109	\$109	\$109	\$109	\$109	\$109	\$109	\$109
New Orleans	Orleans / Jefferson Parishes	\$162	\$162	\$162	\$162	\$184	\$184	\$184	\$184	\$143	\$143	\$143	\$162	
Standard Rate	Applies for all locations without specified rates	\$107	\$107	\$107	\$107	\$107	\$107	\$107	\$107	\$107	\$107	\$107	\$107	

Showing 1 to 3 of 3 entries



# GSA Website – M&IE



## Meals & Incidentals (M&IE) rates and breakdown <sup>i</sup>



Use this table to find the following information for federal employee travel:

**M&IE Total** - the full daily amount received for a single calendar day of travel when that day is neither the first nor last day of travel.

**Breakfast, lunch, dinner, incidentals** - Separate amounts for meals and incidentals. M&IE Total = Breakfast + Lunch + Dinner + Incidentals. Sometimes meal amounts must be deducted from trip voucher. [See More Information](#)

**First & last day of travel** - amount received on the first and last day of travel and equals 75% of total M&IE.

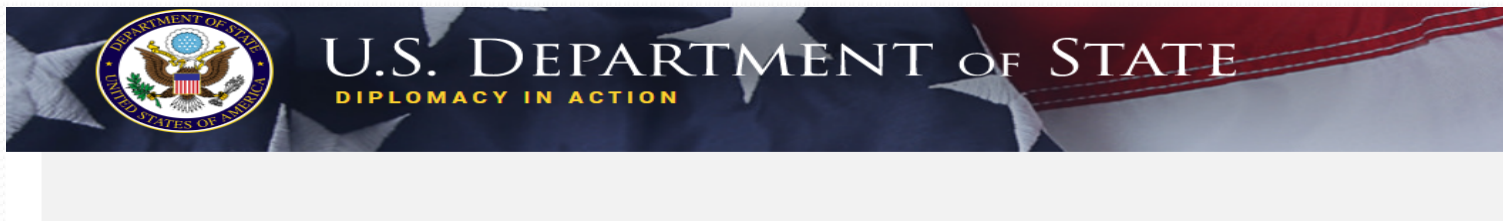
Filter Results...

Primary Destination <sup>i</sup>	County <sup>i</sup>	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel <sup>i</sup>
Alexandria / Leesville / Natchitoches	Allen / Jefferson Davis / Natchitoches / Rapides / Vernon Parishes	\$64	\$14	\$16	\$29	\$5	\$48.00
New Orleans	Orleans / Jefferson Parishes	\$74	\$17	\$18	\$34	\$5	\$55.50
Standard Rate	Applies for all locations without specified rates	\$59	\$13	\$15	\$26	\$5	\$44.25

Showing 1 to 3 of 3 entries



# U.S. Dept. of State Website



Home > Under Secretary for Management > Bureau of Administration > Office of Allowances

## Per Diem Rates

[Excel Versions of Per Diem](#)

[Foreign Per Diem Rates](#)

## Allowance Rates

[Allowances By Location](#)

[Allowances By Type](#)

[Biweekly Allowance Updates](#)

[Custom Search](#)

[Footnotes to Section 920](#)

## Standardized Regulations (DSSR)

[Archives \(DSSR\)](#)

[Table of Contents \(DSSR\)](#)

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[Advance of Pay](#)

[Consumables](#)

[Danger Pay](#)

[eAllowances](#)

[Education](#)

[Evacuation](#)

[Extraordinary Quarters Allowance \(EQA\)](#)

[Foreign Transfer Allowance \(FTA\)](#)

[Frequently Asked Questions](#)

[Home Service Transfer Allowance \(HSTA\)](#)

[Living Quarters Allowance \(LQA\)](#)

[Official Residence Expense](#)

## Office of Allowances

### Foreign Per Diem Rates by Location DSSR 925

You may use the dropdown box below to select a country. Entering the first letter of the country name will jump to that portion of the listing. Clicking "Go" will display Per Diem data for all locations within the country selected.

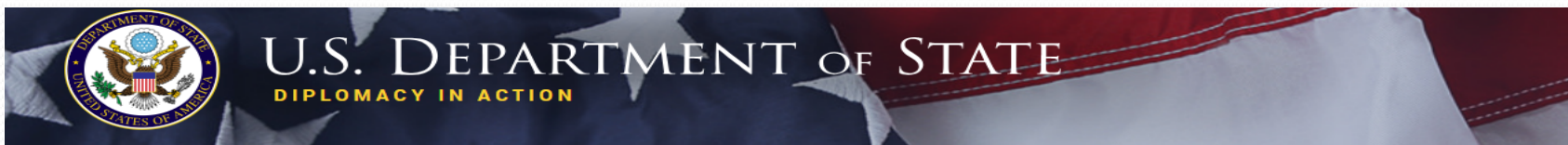
Country:

You may use the input field below to enter all or part of a post name. The percent sign "%" serves as a wildcard character. Clicking "Go" will display a list of posts matching the name entered with links to the Per Diem data.

Post:



# U.S. Dept. of State Website



Home > Under Secretary for Management > Bureau of Administration > Office of Allowances

## Per Diem Rates

[Excel Versions of Per Diem](#)

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[Foreign Transfer Allowance \(FTA\)](#)

[Frequently Asked Questions](#)

[Home Service Transfer Allowance \(HSTA\)](#)

[Living Quarters Allowance \(LQA\)](#)

## Office of Allowances

Select by Location  
Select by Allowance Type  
Printer Friendly

### Foreign Per Diem Rates In U.S. Dollars DSSR 925

Country: **AUSTRIA**  
Publication Date: **11/01/2023**

Previous Rates:

Country Name	Post Name	Season Begin	Season End	Maximum Lodging Rate	M & IE Rate	Maximum Per Diem Rate	Footnote	Effective Date
AUSTRIA	Graz	01/01	12/31	239	112	351	N/A	11/01/2023
AUSTRIA	Innsbruck	01/01	12/31	207	118	325	N/A	11/01/2023
AUSTRIA	Linz	01/01	12/31	174	138	312	N/A	11/01/2023
AUSTRIA	Other	01/01	12/31	207	118	325	N/A	11/01/2023
AUSTRIA	Salzburg	01/01	12/31	245	108	353	N/A	11/01/2023
AUSTRIA	Vienna	01/01	12/31	304	136	440	N/A	11/01/2023



# U.S. Dept. of State Website

## Office of Allowances

### Appendix B

### Chapter 301-Federal Travel Regulation

### Allocation of M&IE Rates to Be Used in Making Deductions from the M&IE Allowance

M&IE rates for the localities in nonforeign areas (prescribed in Civilian Personnel Per Diem Bulletins published periodically in the Federal Register by the Secretary of Defense) and for localities in foreign areas (established by the Secretary of State in Section 925, a per diem supplement to the Standardized Regulations Government Civilians, Foreign Areas) shall be allocated as shown in this table (Section 301-11.18) when making deductions from nonforeign or foreign area per diem rates.

<b>M &amp;IE Rate</b>	<b>Breakfast</b>	<b>Lunch</b>	<b>Dinner</b>	<b>Incidentals</b>
\$117	18	29	47	23
\$118	18	30	47	23
\$119	18	30	48	23





# Office of State Travel

## *Travel and PPM49 Training*

[StateTravel@LA.GOV](mailto:StateTravel@LA.GOV)