



Office of State Travel

PPM 49 Rate Changes



PPM49 Rate Changes

- Website: Travel.LA.Gov
- Mileage Rate
 - <https://www.gsa.gov/travel/plan-book/transportation-airfare-pov-etc/privately-owned-vehicle-pov-mileage-reimbursement-rates>
- Domestic Lodging and Meals Rates
 - <https://www.gsa.gov/travel/plan-book/per-diem-rates>
- International Lodging and Meal Rates
 - https://aoprals.state.gov/web920/per_diem.asp (Location Look-up)
 - https://aoprals.state.gov/content.asp?content_id=114&menu_id=75 (Daily per diem breakdown)



PPM49 Rate Changes

Alaska, Hawaii, and U.S. Territories shall follow the rates below:

- Meals – Breakfast \$17, Lunch \$18, Dinner \$34
- Incidentals - \$5 per day
- First and Last day meal reimbursements shall not exceed \$55.50

International Incidentals

- Must not exceed the allowance issued by U.S. Dept. of State
- \$5 per day is allowed without receipts
- Incidentals exceeding \$5 require receipts and/or supporting documentation (not to exceed U.S. Dept. of State Allowance)
- Incidental expenses are fees and tips given to porters, baggage carriers, and hotel staff.



LEO – Travel Statements

Change Region as the system defaults to LA/BR for Baton Rouge. If you know the code, you can type it in. If not, click the match code box.

The screenshot shows a web form for "LEO – Travel Statements". At the top, there are two buttons: "Calendar of Trips" and "Attachments (0)". Below this is the "General Data" section, which includes three date fields: "Start Date" (10/10/2022, 12:00 AM), "End Date" (10/14/2022, 12:00 AM), and "Posting Date" (09/12/2022). The "Destination" section contains a "Trip Country" dropdown menu set to "Standard Conus Rate, USA", a "Trip Region" dropdown menu set to "LA/BR", and a "Destination" text input field with a match code icon. A red arrow points to the "LA/BR" dropdown menu. Below the "Destination" field is an "Additional Destinations" field with the text "No destinations entered".



LEO – Travel Statements

In the Search field enter the state abbreviation, forward / and *, then hit enter

Select: Trip Region

Hide Advanced Search Result <= 500 items Go

Trip Country/Group: US Country/Group/Region: **FL***

Name of Trip Country:

Items (More than 500)

Trip Country	Trip Region	Country
<input type="radio"/> US	MD/AA	Aberdeen, MD
<input type="radio"/> US	CO/AD	Adams, CO
<input type="radio"/> US	AL	Alabama
<input type="radio"/> US	AK	Alaska
<input type="radio"/> US	GA/AL	Albany, GA
<input type="radio"/> US	LA22	Alex/Leesv/Natch, LA
<input type="radio"/> US	LA/AL	Alexandria, LA
<input type="radio"/> US	FL/AS	Altamonte Springs, FL
<input type="radio"/> US	IL/AL	Alton, IL
<input type="radio"/> US	AS	American Samoa
<input type="radio"/> US	IN/AN	Anderson, IN
<input type="radio"/> US	MA/AD	Andover, MA

Cancel

Select: Trip Region

Hide Advanced Search Result <= 500 items Go

Trip Country/Group: US Country/Group/Region: **FL***

Name of Trip Country:

Items (36)

Trip Country	Trip Region	Country
<input type="radio"/> US	FL/HF	Hurlburt Field, FL
<input type="radio"/> US	FL/JA	Jacksonville, FL
<input type="radio"/> US	FL/JN	Jupiter, FL
<input type="radio"/> US	FL/KW	Key West, FL
<input type="radio"/> US	FL/KI	Kissimmee, FL
<input type="radio"/> US	FL/LA	Lakeland, FL
<input checked="" type="radio"/> US	FL/MI	Miami, FL
<input type="radio"/> US	FL/NA	Naples, FL
<input type="radio"/> US	FL/OC	Ocala, FL
<input type="radio"/> US	FL/OR	Orlando, FL
<input type="radio"/> US	FL/PC	Panama City, FL
<input type="radio"/> US	FL/PE	Pensacola, FL

Cancel



LEO – Travel Statements

Receipts in This Expense Report

<input type="checkbox"/>	No.	Status	Expense Type	Receipt Amount	Receipt Currency	Receipt Date	Amount	Local Currency	Short Info	Paper Receipt	Origin
<input checked="" type="checkbox"/>	001	■	Per Diem – First Day	55.50	American Dollar	10/10/2022	55.50	American Dollar		<input checked="" type="checkbox"/>	Entered Manually

From: 10/15/2022

TripType En:

Des:

L:

* Trip: Trip Region: LA/NO New Orleans, LA

Part:

Co:



LEO – Travel Statements

[< Previous Step](#) [Review >](#) [Save Draft](#)

Receipts in This Expense Report

[New Entry](#) [Copy](#) [Delete](#)

<input type="checkbox"/>	No.	Status	Expense Type	Receipt Amount	Receipt Currency	Receipt Date	Amount	Local Currency	Short Info	Paper Receipt	Origin
<input type="checkbox"/>	001	■	Per Diem – First Day	55.50	American Dollar	10/10/2022	55.50	American Dollar		<input checked="" type="checkbox"/>	Entered Manually
<input type="checkbox"/>	002	■	Per Diem – Full Day	74.00	American Dollar	10/11/2022	74.00	American Dollar		<input checked="" type="checkbox"/>	Entered Manually
<input type="checkbox"/>	003	■	Breakfast	17.00	American Dollar	10/12/2022	17.00	American Dollar		<input checked="" type="checkbox"/>	Entered Manually
<input type="checkbox"/>	004	■	Lunch	18.00	American Dollar	10/12/2022	18.00	American Dollar		<input checked="" type="checkbox"/>	Entered Manually
<input type="checkbox"/>	005	■	Dinner	34.00	American Dollar	10/12/2022	34.00	American Dollar		<input checked="" type="checkbox"/>	Entered Manually
<input type="checkbox"/>	006	■	Incidentals	5.00	American Dollar	10/12/2022	5.00	American Dollar		<input checked="" type="checkbox"/>	Entered Manually
<input type="checkbox"/>	007	■	Per Diem – Full Day	74.00	American Dollar	10/13/2022	74.00	American Dollar		<input checked="" type="checkbox"/>	Entered Manually
<input type="checkbox"/>	008	■	Per Diem – Full Day	74.00	American Dollar	10/14/2022	74.00	American Dollar		<input checked="" type="checkbox"/>	Entered Manually
<input type="checkbox"/>	009	■	Per Diem – Last Day	55.50	American Dollar	10/15/2022	55.50	American Dollar		<input checked="" type="checkbox"/>	Entered Manually
<input type="checkbox"/>											

[< Previous Step](#) [Review >](#) [Save Draft](#)



Office of State Travel

Travel and PPM49 Training

StateTravel@LA.GOV