

Office of State Travel

PPM 49 Rate Changes



PPM49 Rate Changes

- Website: <u>Travel.LA.Gov</u>
- 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:

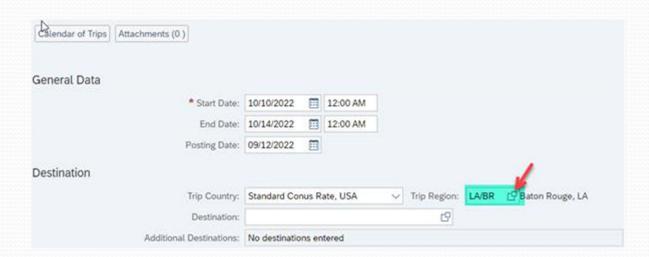
- Meals Breakfast \$17, Lunch \$18, Dinner \$34
- Incidentals \$5 per day
- First and Last day meal reimbursements shall not exceed \$55.50

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.

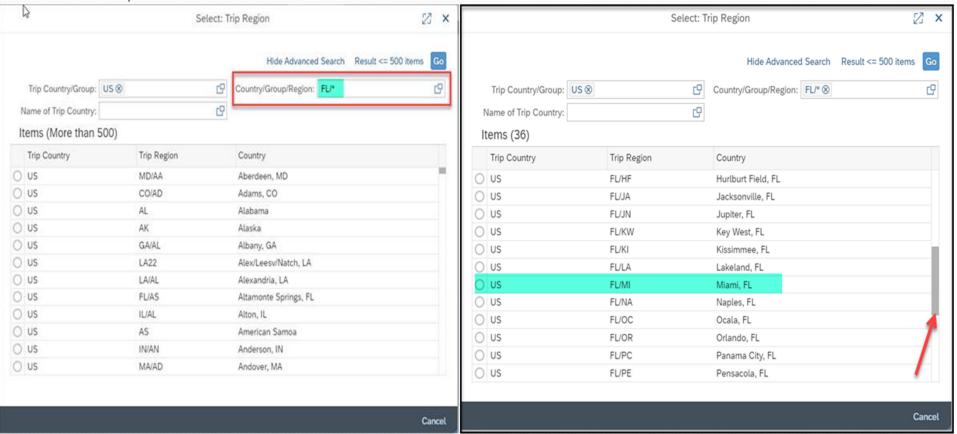


Change Region as the system defaults to LA/BR for Baton Rouge. If you know the code, you can type it in. If not, click the match code box.

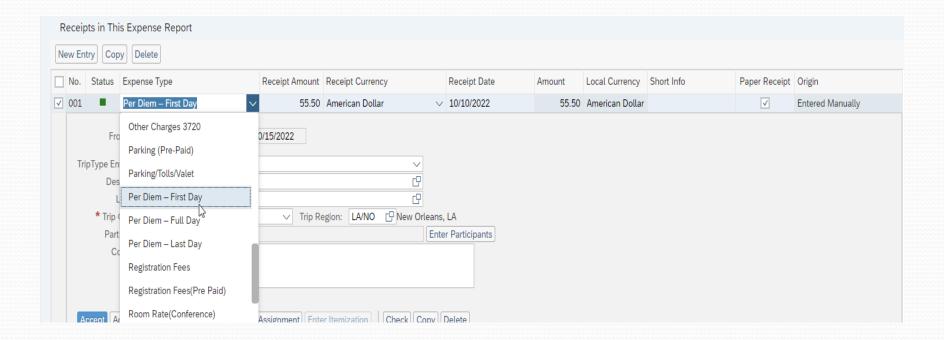




In the Search field enter the state abbreviation, forward / and *, then hit enter









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Receipts in This Expense Report

New Entry Copy Delete

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

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Travel and PPM49 Training

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