

# 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](mailto:statela@cbtravel.com) (State Advisor Team)

Email: [statelauniv@cbtravel.com](mailto: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](mailto: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](mailto: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](mailto:Nadika.Perera@Hertz.com)

[Hertz Rental Rates and Fees](#)

## **Hotels**

**State Travel Hotels Webpage:**

[State Travel - Hotels](#)

### **HotelPlanner**

Pat Smith

Direct: 713-805-1395

Email: [Pat.Smith@HotelPlanner.com](mailto: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