

## Traveler Work Center: How to Search For New GSA Rates Region Codes

Starting 10/01/2022 the Office of State Travel is transitioning to GSA Rates which requires new Region Codes.

New region codes are now 5 digits. Ex: "LA/BR" for Baton Rouge, LA

- State Abbreviation - Found on the GSA website
- /
- Two digits for the city or location of travel

- The system defaults to Baton Rouge LA/BR. To change the region remove LA/BR and type the new code if known.
- To search for a new GSA rate region code, click the match box in the region code field to open the search option.

Destination

Trip Country:  Trip Region:

Destination:

Select: Trip Region

Hide Advanced Search Result <= 500 items

Trip Country/Group:  Country/Group/Region:

Name of Trip Country:

Items (More than 500)

Trip Country	Trip Region	Country
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In the Country/Group/Region Field, enter the state abbreviation followed by /\* then select Go, or hit the Enter Key

Select: Trip Region

Hide Advanced Search Result <= 500 items

Trip Country/Group:  Country/Group/Region:

Name of Trip Country:

Items (More than 500)

Trip Country	Trip Region	Country
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Select desired location

Select: Trip Region ✕

Hide Advanced Search    Result <= 500 items    **Go**

Trip Country/Group:     Country/Group/Region:

Name of Trip Country:

Items (4)

	Trip Country	Trip Region	Country
<input type="radio"/>	US	LA/AL	Alexandria, LA
<input type="radio"/>	US	LA/BR	Baton Rouge, LA
<input type="radio"/>	US	LA/LA	LA - GSA Standard Rate
<input type="radio"/>	US	LA/NO	New Orleans, LA

**Cancel**

The Region Code is now entered

Destination

Trip Country:     Trip Region:  New Orleans, LA

Destination:

Additional Destinations:

- For in state trip destinations not listed on the GSA website, the standard rate should be used. Use Region Code **LA/LA** for the GSA Standard rate.

Destination

Trip Country:     Trip Region:  LA - GSA Standard Rate

Destination:

Additional Destinations:

- For out of state trip destinations not listed on the GSA website, the standard rate should be used. Use Region Code **YY/CS** for the GSA Standard rate.

Destination

Trip Country:     Trip Region:  Conus, Standard Rate, YY

Destination:

Additional Destinations:

- Fiscal year 2023 trips prior to 10/01/2022 (07/01/2022 through 09/30/2022) the previous 3 digit region codes should be used. (Ex. Baton Rouge "LA6")