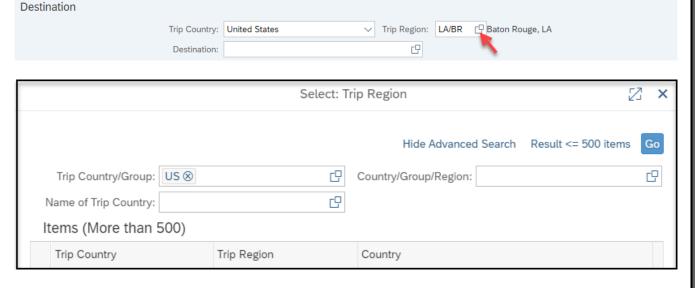# Traveler Work Center: How to Search For New GSA Rates Region Codes
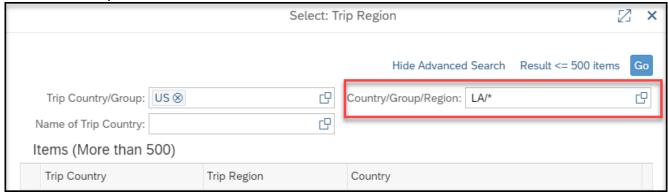
Starting 10/01/2022 the Office of State Travel is transitioning to GSA Rates which requires new Region Codes.

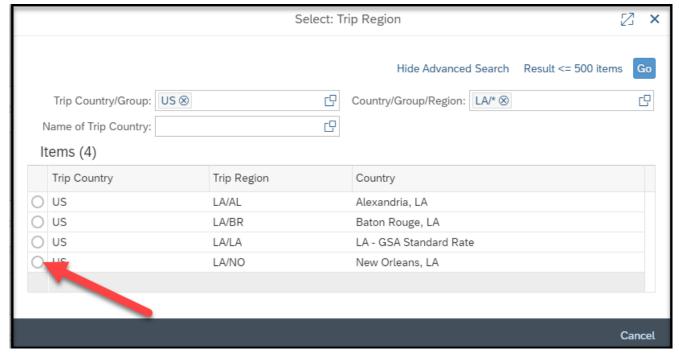New region codes are now 5 digits. Ex: "LA/BR" for Baton Rouge, LA
- State Abbreviation - Found on the GSA website
- /
- Two digits for the city or location of travel

- 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.
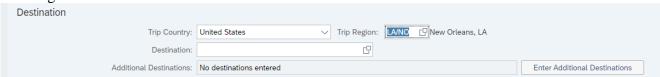

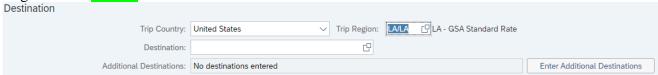In the Country/Group/Region Field, enter the state abberviation followed by /* then select Go, or hit the Enter Key
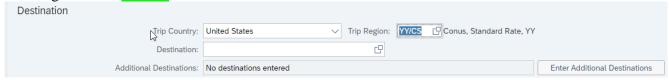
Select desired location

The Region Code is now entered

- 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.

- 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.

- 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")