

Effective July 1, 2013 Instead of our normal In-State Hotel and Motel listings, the Office of State Travel has awarded a statewide contract to Lexyl Travel Technologies, dba HotelPlanner. This contract can be utilized by all individuals and/or groups, which are traveling on official state business, to book hotels for in-state, out of state, and international hotels, through a State of Louisiana customized web based portal 24/7/365. HotelPlanner has negotiated with hotels that have agreed to offer State of Louisiana travelers PPM49 allowable rates or lower. This is a no cost service to the State of Louisiana and could be a tremendous savings to your agency and the State of Louisiana.

Agency and/or travelers will have the ability to use this portal to book lodging accommodation with four (4) different payment methods, as follows: Direct Bill (must have approval from your Department Head or his/her designee), Personal Credit Card, State Corporate Travel Card and LaCarte Purchasing Card (If approval has been obtained from the Office of State Travel).

Program Administrators, Travelers and/or Arrangers, with the use of this portal, will now have the capability to:

- a. Eliminate numerous phone calls to hotels.
- b. Secure the lowest rates available at the time of booking.
- c. 24/7/365 access to reports showing hotel usage, broken down by state agency and/or hotel property.
- d. View hotel ratings, complimentary services, detailed list of amenities, photos, guest reviews, area map, nearby attractions

The HOTEL PORTAL IS LOCATED AT: <http://louisiana.hotelplanner.com> or by clicking the "Hotel Icon, displayed on the Office of State Travel page.

Within this portal there are two sets of rates;

1. Rates in orange are State of Louisiana hotel rates that have been negotiated to meet PPM49 allowable guidelines, however, it is still the traveler's responsibility to ensure that the rate that is being booked is within PPM49 and agency allowances.
2. Transient rates: are included to allow state travelers to take advantage of rates that may be lower than PPM49 guidelines.

****Note** These transient rates may also be higher than PPM 49 guidelines. It is important to note that transient rates may change several times a day, subject to the hotel availability. It is very important that traveler(s) review PPM49 and/or agency internal policies before making final reservation to ensure compliance.**

Cancellation Policy

It is important to read the cancellation policy for all rates under consideration, as policies differ and some rates may be non-refundable. The system is designed to require the traveler to check an acknowledgement box, confirming they have read and agree to the rates chosen and the cancellation policy associated with the rate. This message will also display on their reservation confirmation.

Any questions or concerns regarding our new hotel portal please direct all matters to Shelita Woods 225-342-6322. My working hours are Tuesday through Friday 6:15 a.m. until 4:45 p.m.