State Contracted Travel Agency
Navigant International
Evaluation Form

The goal of Navigant International is to provide you with high quality service. Your evaluation of our performance is very important in helping us to achieve our objective. If you would like to speak with someone directly regarding any comments or concerns, you may call:

Jimmie Sanders or Ellie Gottschalk at 225/342-6322 or email: jimmie.sanders@La.gov

Travel Agent's Name: _____

1. The agent was knowledgeable and professional.	Yes	No
2. I received a timely response to my requests.	Yes	No
3. Reservations were accurate and complete.	Yes	No
4. I feel I received the best value for air, car and hotel reservations.	Yes	No
5. Trip documents were prepared well and delivered in a timely manner.	Yes	No
6. Overall, I am satisfied with the level of service provided by the Navigant Travel Center.	Yes	No

Overall Rating:

_____1	_____2	_____4	_____5	_____6
Excellent	Above Average	Satisfactory	Needs Improvement	Unsatisfactory

Comments:

Traveler's Name: _____
Travel Arranger's Name: _____
Telephone: _____ **Fax:** _____
***Traveler's Email:** _____
Location/Department: _____
Date of Departure: _____

Submit

***Required Field**