



*State of Louisiana*  
DIVISION OF ADMINISTRATION

**OFFICE OF STATE PURCHASING**

KATHLEEN BABINEAUX BLANCO  
GOVERNOR

JERRY LUKE LEBLANC  
COMMISSIONER OF ADMINISTRATION

Dear Director of Sales/Government Sales Manager:

On behalf of the State of Louisiana, The State Travel Management Program is hereby soliciting discounted room rates from interested lodging establishments for the fiscal year period from **July 1, 2005 to June 30, 2006**. Please complete the following and return to the Louisiana State Travel Office, Division of Administration, P.O. Box 94095, Baton Rouge, Louisiana 70804, or fax to (225) 342-5019.

If you have any questions, please contact Ellie Gottschalk, State Travel Office at (225-342-6322). State Lodging rates will be published on the State Travel Office Website used by state travelers and state contracted travel agencies for locating and booking lodging.

**State Employee Lodging Rates:**

In order to offer a lodging rate to the State of Louisiana, lodging rates must be offered within the required state rates or lower. NOTE: Rates cannot be limited to specific days of the week or on a seasonal basis. Rates quoted for this offer are for state employees traveling on official business for the State of Louisiana. This includes statewide elected officials, state agency employees, including employees of state institutions of higher education and other persons traveling on behalf of state agencies when their travel expenses are paid by the state.

<b>HOTEL NAME:</b>	
<b>ADDRESS:</b>	
<b>CITY, STATE, ZIP:</b>	
<b>PHONE:</b>	
<b>FAX:</b>	
<b>E-MAIL ADDRESS:</b>	
<b>WEB ADDRESS:</b>	
<b>ROOM TYPE:</b>	
<b>RATES FOR SINGLE &amp; DOUBLE OCCUPANCY:</b>	
<b>SEASONAL RATES:</b>	None
<b>BLACKOUT/EVENT DATES:</b>	None
<b>BREAKFAST:</b>	
<b>TOTAL ROOMS ON PROPERTY:</b>	
<b>TOTAL ROOMS AVAIAABLE AT QUOTED RATE:</b>	
<b>AMENITIES:</b>	
<b>ADA APPROVED HANDICAP ACCESSIBILITY FEATURES:</b>	
<b>CANCELLATION FEE:</b>	
<b>CANCELLATION POLICY:</b>	
<b>FORMS OF PAYMENT ACCEPTED:</b>	
<b>DEPOSIT FEE POLICY:</b>	
<b>NOTES:</b>	
<b>RATES EXTENDED TO EMPLOYEES FOR PERSONAL USE:</b>	

**Authorized Signature:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_