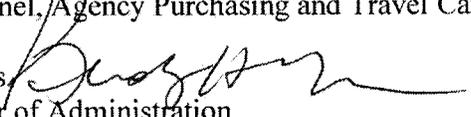


State of Louisiana
Division of Administration
Office of the Commissioner

MEMORANDUM

TO: Agency Heads, Undersecretaries, DOA Section Heads, Agency Purchasing and Travel Personnel, Agency Purchasing and Travel Card Program Administrators

FROM: Kristy Nichols 
Commissioner of Administration

DATE: October 15, 2014

RE: Mandatory Use of a HotelPlanners Booking Portal

As everyone is aware, streamlining processes is an ongoing effort for the Division of Administration to ensure more efficient data analytics, promote better negotiations and to yield higher savings for the State of Louisiana. Therefore, it has been determined that mandating the utilization of the HotelPlanner portal for all State of Louisiana hotel expenditures will further these efforts. To allow time for agencies to educate travelers and revise or develop any internal procedures, this mandate will be effective November 1, 2014.

An employee may make a reservation and pay directly with their travel card, or P-card if requested and approved, or the agency may set up an approval process for CBA use similar to Short's approval processes. To handle reservations through the agency's CBA, program administrators would provide approval rights to authorized personnel within each agency. Pat Smith, Corporate Account Director for HotelPlanner can be reached at 713-805-1395, to assist program administrators with this transition. To assist with a smoother transition, attached are detailed instructions for portal use. You can access the portal at <http://louisiana.hotelplanner.com/>.

The agency's Department Head or designee may approve with proper justification, a onetime bypass of the portal. Justification, along with supporting documentation must be kept on file supporting all hotel expenditures made outside the portal.

If you have any questions or concerns, please contact Shelita Woods at the Office of State Travel at shelita.woods@la.gov.

Thank you in advance for your continued cooperation.