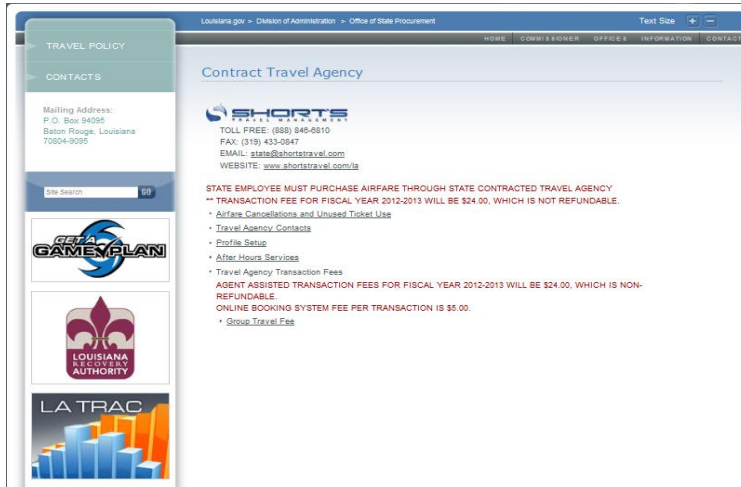
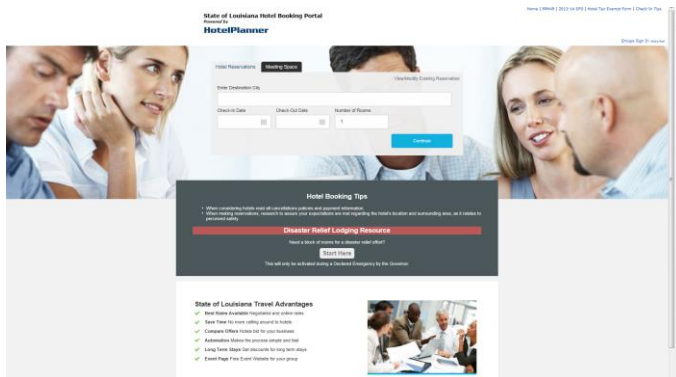


Procedures for Non-Routine Travel Card Usage:

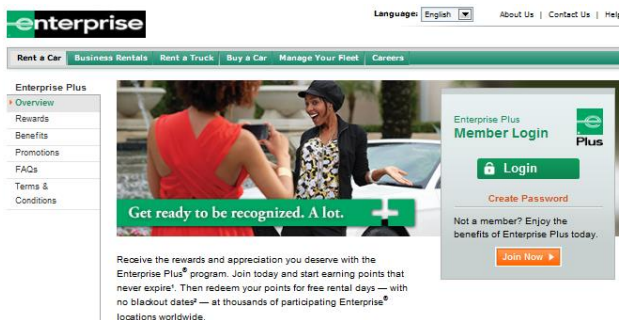
1. For all non-routine travelers utilizing their Travel Card, please complete a "Travel Authorization Form" and submit it to OFSS Payment Management before paying for registration fees and/or booking flights, lodging, or rental cars (non-routine travel when booking a hotel)
<http://www.doa.louisiana.gov/osp/travel/forms/travelauthorization.doc>
2. Book flight through Shorts Travel <http://www.doa.louisiana.gov/osp/travel/travelagency.htm>



Book hotels through HotelPlanner; <http://louisiana.hotelplanner.com/>



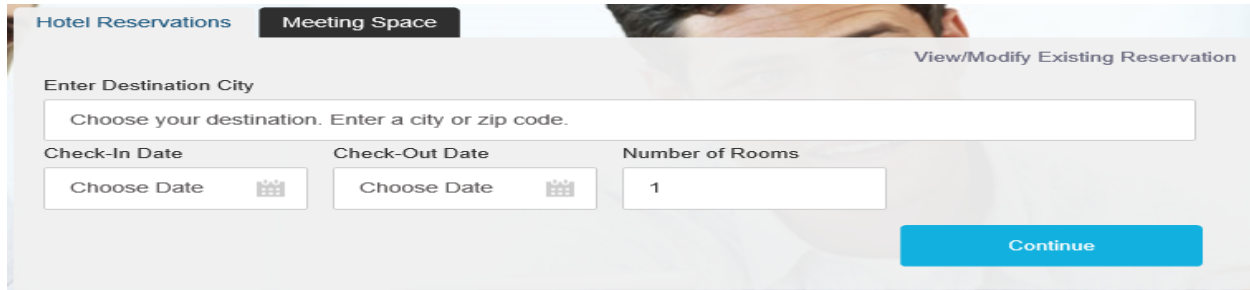
Rent cars through Enterprise Rental Car, when available. <https://enterpriseplus.enterprise.com>



3. Once the traveler has returned, please submit a Travel Expense Form (only if meals are incurred) and a copy of the Travel Authorization along with all supporting documentation (lodging, airfare, rental car and registration receipts) to the appropriate OFSS accountant.

Hotel Planner

1. Enter the HotelPlanner website at <http://louisiana.hotelplanner.com>.
2. Complete the information as instructed regarding the destination and time of stay.

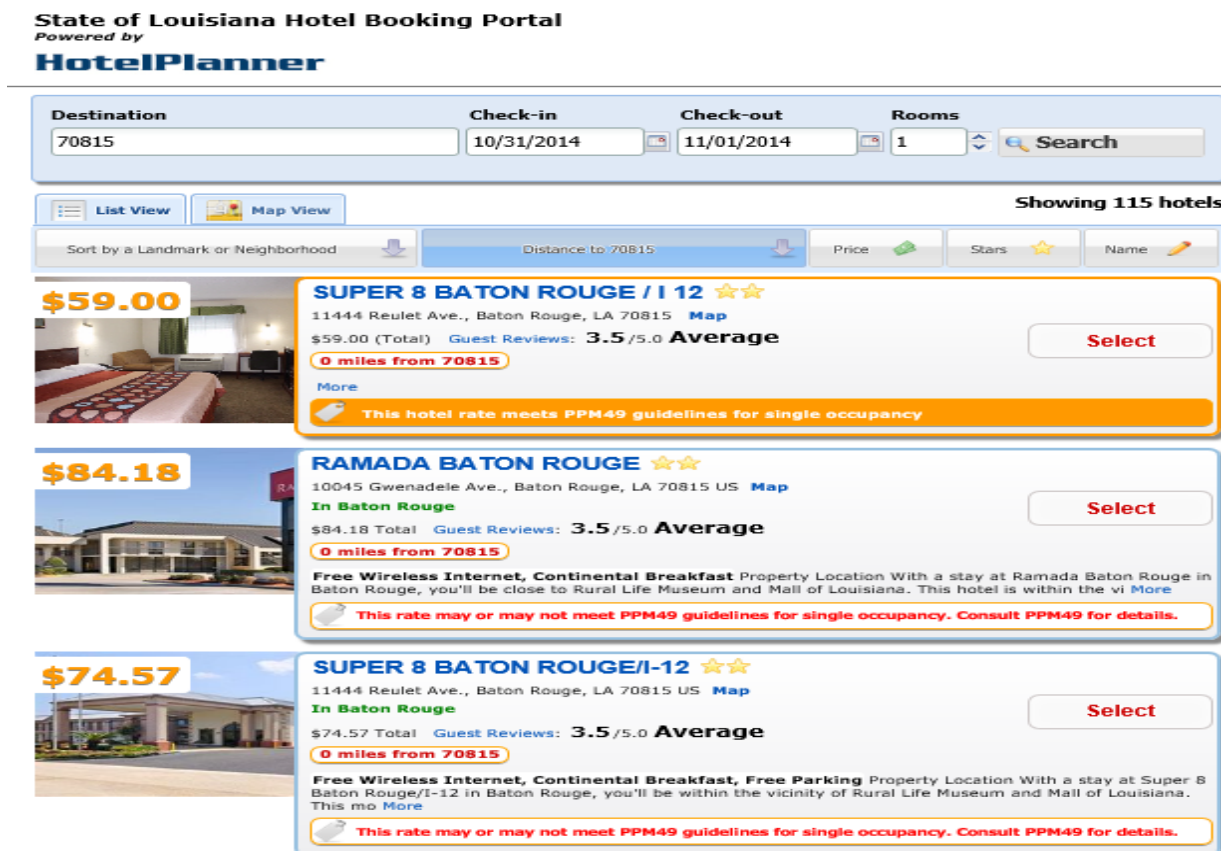


The screenshot shows the top section of the Hotel Planner website. It has two tabs: "Hotel Reservations" (selected) and "Meeting Space". On the right, there is a link "View/Modify Existing Reservation". Below the tabs is a search form with the following fields:

- Enter Destination City:** A text input field with the placeholder "Choose your destination. Enter a city or zip code."
- Check-In Date:** A date picker with the placeholder "Choose Date" and a calendar icon.
- Check-Out Date:** A date picker with the placeholder "Choose Date" and a calendar icon.
- Number of Rooms:** A text input field containing the number "1".


A blue "Continue" button is located at the bottom right of the form.

3. You will be provided a list of hotels in the area and the prices which meet your criteria entered. Please note there may be an orange bar at the bottom of the hotel information indicating the hotel meets the PPM49 guidelines for single occupancy. On others, there may be a bar indicating that the hotel may not meet the PPM49 guidelines for single occupancy. **Please be aware that you as the traveler are responsible for ensuring the hotel you choose meets the PPM49 guidelines even though the orange bar specifies PPM49 guidelines are met.**



The screenshot shows the "State of Louisiana Hotel Booking Portal" powered by HotelPlanner. The search criteria are: Destination: 70815, Check-in: 10/31/2014, Check-out: 11/01/2014, Rooms: 1. The results show 115 hotels. The first three results are:

Price	Hotel Name	Address	Distance	Guest Reviews	PPM49 Status
\$59.00	SUPER 8 BATON ROUGE / I 12	11444 Reulet Ave., Baton Rouge, LA 70815	0 miles from 70815	3.5 / 5.0 Average	Meets PPM49 guidelines for single occupancy
\$84.18	RAMADA BATON ROUGE	10045 Gwenadele Ave., Baton Rouge, LA 70815 US	0 miles from 70815	3.5 / 5.0 Average	May or may not meet PPM49 guidelines for single occupancy. Consult PPM49 for details.
\$74.57	SUPER 8 BATON ROUGE/I-12	11444 Reulet Ave., Baton Rouge, LA 70815 US	0 miles from 70815	3.5 / 5.0 Average	May or may not meet PPM49 guidelines for single occupancy. Consult PPM49 for details.

4. Press the  button by the hotel of choice.
5. Complete the Hotel Reservation Form. Please be sure to choose the correct agency and section. (drop down menu selection is provided)

The Saint Hotel
Autograph Collection
931 Canal St.
New Orleans, LA 70112
United States



Division: DIVISION OF ADMINISTRATION
OFFICE OF FIN & SUPPORT SERVICES

How did you want to pay for the reservation?
 I will use a credit card
 Notify my agency administrator to approve and provide payment arrangements

Guest Name
 First Name:
 Last Name:
 Email Address: (For your confirmation email)
 Phone:
 Frequent Guest Number: (optional, ie. Brand rewards number)

Billing Information
 Street Address:
 City:
 State/Province: LA (Required for US, Canada, and Australia)
 Postal/Zip Code: (should match your credit card)
 Country: United States

Payment Information
 Credit card information is required in order for us to guarantee your reservation. Your credit card will not be charged until your arrival at the hotel or the cancellation deadline has passed (unless otherwise stated in your room description). Additional taxes and surcharges may be imposed by the hotel.
 Name on Credit Card:
 Payment Type:
 Card #:
 Expiration Date:
 Card Security Code: [What is this?](#)

 [Your credit card is safe](#)


Is there another email we should send a copy of your confirmation to?
 Also send another confirmation email to: (optional)

Tax Exemption
 The traveler must show valid ID and any relevant documentation to prove their tax exempt status upon check in at the front desk of the hotel.

Hotel's Cancellation Policy
 149.03 USD Cancel Fee Per Room Cancellation Permitted Up To 3days Before Arrival 447.08 per night 09dec - 12dec approximate Total with All Known taxes/fees Must Guarantee Late Arrival Must Stay 3 Nights Or More Max Occupancy-2 Guests
 This rate may or may not be within PPM49 allowance and/or may be a non-refundable rate. I have read and understand the cancellation policy above (Required)
 By clicking "Purchase and Get Receipt" you agree to accept the cancellation policy and our [terms of use](#).

6. You must select how you want to pay for the reservation.
 - a. I will use a credit card
 1. Complete sections. 'Is there another email we should send a copy of your confirmation to?' is optional.
 2. Please note the section regarding Tax Exemption and make sure you have the relevant documentation, if necessary, at check in time.
 3. Review the document to ensure all sections are complete and accurate and press the "Purchase and Get Receipt"
- This rate may or may not be within PPM49 allowance and/or may be a non-refundable rate. I have read and understand the cancellation policy above (Required)**
 By clicking "Purchase and Get Receipt" you agree to accept the cancellation policy and our [terms of use](#).

Vehicle Rental

1. Enter the Enterprise-Rent-A -Car website at Enterprise.com.
2. Choose the Business Rental Section \Rightarrow Business Rental Reservations

The screenshot shows the Enterprise website's Business Rental Program page. At the top, there is a navigation bar with links for 'Rent a Car', 'Business Rentals', 'Rent a Truck', 'Buy a Car', 'Manage Your Fleet', and 'Careers'. The main heading reads 'The Enterprise® Business Rental Program. A Better Way to Go.®' with an 'Enroll Now!' button. Below this, a sidebar on the left offers options like 'Select Your Country', 'Business Rental Home', 'Apply Now', 'Already Have An Account? Make A Reservation', 'Print Your Receipt', and 'Enterprise Home'. The main content area features the title 'The Enterprise Business Rental Program - U.S.' followed by a description of the program's benefits and a list of features: special pricing, numerous locations, and a large fleet. A 'Apply now' link is provided at the bottom of the text.

3. Go to the Enterprise Rental Program Account Sign In.

The screenshot displays the 'Enterprise Business Rental Program Account Sign In' page. It features a sign-in form on the left with fields for 'Enterprise Business Rental Program #' (containing 'NA1403') and 'PIN' (containing 'STA'). Below the PIN field are examples: 'St. Charles Lumber = STC' and 'A-1 Corporation = A1C'. A 'Sign in' button is at the bottom of the form. To the right, there is a promotional image and text for 'The Enterprise® Business Rental Program. A Better Way to Go.®'. Below the image, a section titled 'Don't have an Enterprise Business Rental Program Account?' provides a 'Learn more' link. At the bottom right, a link says 'Visit our main home page'.

4. Enter the state account number NA1403 and PIN STA.

The screenshot shows the 'Make a car rental reservation' form. On the left, there are sections for 'Rent a car in:' (set to 'US'), 'Pick Up Location' (with a search field), 'Pick Up Date & Time' (Dec 2, Noon), 'Return Date & Time' (Dec 3, Noon), and 'Vehicle Class' (set to 'All vehicle types'). A 'Search' button is at the bottom of this section. On the right, there is a login box for 'Enterprise Plus' and 'Emerald Club' with fields for 'Member# or Email Address' and 'Password', and a 'Login' button. Below the login box, there is a section for 'STATE OF LOUISIANA GOVT RENTALS' featuring the state seal.

5. Complete the Car Rental Reservation form with the location, pick up date and time, return date and time, and vehicle class.
Note: The vehicle class should be compact unless you receive an exemption
6. You will be given a list of locations for the criteria you have chosen.
7. Press the 'Select' button for the location you will use to pick up and drop off the vehicle.
8. You will be guided to the Vehicle Details page which will show the type of vehicle, dates and time of use, and price quote.
9. Press 'Select' and you will be guided to the Renter's Details page. Complete all relevant information in the Main Information section.
10. Under Corporate Account Details section, check the 'Yes' radio button.
11. By checking 'Yes', you will be asked if you have a direct billed account. (Check this with your travel liaison before beginning the reservation process.)
12. If 'Yes', please enter the direct billing account number and the reservation will be billed directly to your agency's account.
13. If 'No', proceed to the Additional Information section.
14. Complete all relevant information in the Additional Information section.
15. Press the 'Continue' button and you will be guided 'Verify your information and book the rental' page.
16. Please review the details for completeness and accuracy.
17. Click the 'Book Now' button and you should receive a confirmation email shortly after making the reservation.
18. Please see the 'Procedures for CBA/Travel Card Use' section for the submission of the documentation to OFSS.

Once the traveler has returned, and received their Bank of America Statement, they should complete the LaCarte Log coding each transaction and provide a Travel Expense Form (only if meals are incurred) and a copy of all supporting documentation (lodging, airfare, rental car and registration receipts) to the appropriate OFSS accountant.

NOTE: ALL HOTEL, AIRFARE, CAR RENTAL AND REGISTRATION COSTS NEED TO BE PAID THROUGH THE CBA OR TRAVEL CARD. YOU SHOULD NOT USE YOUR PCARD OR PERSONAL CREDIT CARD UNLESS YOU RECEIVED AN EXEMPTION.