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).
   


   ![Image of Shorts Travel]

   Book hotels through HotelPlanner; [Link: http://louisiana.hotelplanner.com/]

   ![Image of HotelPlanner]

   Rent cars through Enterprise Rental Car, when available. [Link: https://enterpriseplus.enterprise.com]

   ![Image of Enterprise Rental Car]

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.
2. Complete the information as instructed regarding the destination and time of stay.

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.**

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)
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.

   Purchase and Get Receipt
Vehicle Rental

2. Choose the Business Rental Section ▶️ Business Rental Reservations

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

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