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GOVERNOR



KRISTY H. NICHOLS  
COMMISSIONER OF ADMINISTRATION

**State of Louisiana**  
Division of Administration  
**Office of State Procurement**

**Memorandum OSP 16-01**

Date: July 1, 2015  
To: Quasi Agencies  
From: Paul A. Holmes, Director *P.A.H.*  
Office of State Procurement  
Re: LA HotelPlanner Portal

The State of Louisiana and HotelPlanner are proud to make available a cost savings, government approved, travel tool to all local Louisiana political agencies and subdivisions – parishes, cities, school districts, boards, commissions, etc. The State of Louisiana and HotelPlanner entered into a contract on July 1, 2013. This service has proved effective in reducing hotel expenses for individuals & groups, providing consolidated travel reporting and streamlining travel processes. The State of Louisiana has now mandated the use of this contract by all state agencies & boards, universities, technical & community colleges, correctional & juvenile facilities, hospitals and state contractors.

Now entering the contract's third year, the State of Louisiana, along with HotelPlanner, has extended an invitation for participation to all Louisiana political subdivisions and sub-agencies. As a contract participant, your agency will enjoy the following:

1. A hotel search and booking portal, (branded to your sub-agency), with the exact content and functionality as the State of Louisiana's portal. All upgrades and enhancements to the State of Louisiana's portal would be automatically updated to your sub-agency's portal. You may view the State of Louisiana's portal at - <https://louisiana.hotelplanner.com/index.cfm>.
2. The system is accessible 24/7.
3. Each employee will have the ability to search and book in-state, out-of-state and international hotels, at per diem rates and published transient rates.
4. The ability to book hotels through the portal, using your already established hotel direct bill accounts, after portal set-up.
5. The ability to book and pre-pay employee's hotel rooms, for employee's that do not have credit cards.
6. The ability to have designated hotel stays approved by a supervisor, before booking.

7. Your agency will be able to view real-time reporting of all hotel stays and produce customized travel reports by downloading into Microsoft excel. Real-time reporting allows control, tracking and budgeting of current and future employee travel trends. It also provides a tool to monitor and mandate compliance to travel policies and procedures.
8. Reporting can be filtered by date of stay, hotel name or employee name. You may also pull a daily report each morning to alert you to all employees traveling each day.
9. Reporting can be segmented by your sub-agencies various departments or cost centers.
10. Sub-agencies may secure hotel accommodations for groups, meetings, conferences and trainings by distributing a group request to the hotel community and receiving hotel bid responses.
11. Hotel bid responses may be filtered by price, star rating, and distance to a particular address and mapped to a particular address. Hotel bid responses may also be downloaded into an excel spreadsheet for convenient comparison.
12. Your group/meeting attendees may electronically secure their rooms through individual booking and payment or through a rooming list to be paid for by the agency, via a master account.
13. The portal will accept all credit cards, debit cards, ghost/CBA accounts and will assist with already established hotel direct bill accounts.
14. The ability to secure Emergency Response accommodations for first responders, due to disasters/emergencies.

If you would like to participate in State of Louisiana Hotel Program facilitated by HotelPlanner, please email [Pat.Smith@HotelPlanner](mailto:Pat.Smith@HotelPlanner) with the following information:

- a. Agency's name
- b. Contact person's name (This person will be the responsible person for their agency to answer the traveler's questions and concerns regarding this program).
- c. Contact person's telephone number
- d. Contact person's email address

HotelPlanner.com was founded in 2002 by Tim Hentschel and John Prince. With group bookings offered in over 50,000 hotels worldwide and generating hundreds of millions in room night revenues, HotelPlanner.com is the standout provider of online group guest services and has a dedicated focus on servicing the government traveler. The company has offices in West Palm Beach, FL (USA Headquarters), Las Vegas, Nevada, London, England, (European Headquarters) and Hong Kong (Asia Headquarters). In addition to working with our state, HotelPlanner is a federally approved government service provider.