

For use in accordance with [Delgado Travel Procedures](#)

Reference: [State of Louisiana Hotel Portal Instructions](#)



Lodging Reservation Steps

STEPS:

1. The state has mandated use of the hotel booking web portal HotelPlanner.com for making lodging reservations as well as handling payment. The only allowable exception is when a traveler is making his or her lodging arrangements directly through a conference that he or she is attending in order to obtain the best possible room rate (at the discounted room rate available to conference attendees only at a designated lodging site) and has been granted approval to do so by the Chancellor or designee (if applicable, please skip to step 7).
2. The web portal site is <http://louisiana.HotelPlanner.com>. You do not need to have a user name or password to access the portal. You only need to go to the site and then select your destination city and check-in and check-out dates and to click on "continue" to search for lodging sites.
3. The portal will then display a grid list of hotels and room rates and whether the room rate meets [State of Louisiana Travel Regulations](#). To select a particular option, click on the box on the right marked "select."
4. A window will then open up with information about the particular hotel and the different types of rooms available and corresponding room rates. To continue the process scroll down to the desired room type and click on the box marked "Book Now."
5. The next window to open up will be the Hotel Reservation Form. There is a drop-down menu on the upper right where you select the "TECH & COMM COLLEGE/DELGADO COMMUNITY COLLEGE" option and then also be sure to click on the button marked "Notify my agency administrator to approve and provide payment arrangements."
6. Then the next step is to enter the guest information and click on the box regarding the Hotel Cancellation Policy and then finally click on "Request Confirmation From My Agency Administrator." The Delgado Community College Accounts Payable Office will then receive a notification to confirm the purchase of the hotel reservation and to receive a receipt.
7. In the event you wish to make reservations directly through the conference that you are attending in order to obtain the best possible room rate (at a discounted room rate available only at a designated lodging site) then you must complete and submit, along with the [Professional Leave and Travel Request Form 1380/001](#), an [Authorization for Special Travel Circumstances \(Form 1380/004\)](#) (necessary in order to show that the Chancellor or his/her designee is granting approval for an exception to the state's mandate) and obtain a credit card authorization form from the hotel where you are planning to stay and to forward that to the Delgado Accounts Payable Office.

Approved 10/30/14