



Optional Hotel Planner.com Lodging Reservation Steps

STEPS:

1. The state has an optional hotel booking web portal HotelPlanner.com *available to state employees* for making lodging reservations as well as handling payment.
2. The optional web portal site is <http://louisiana.HotelPlanner.com>. Complete instructions are available at the [State of Louisiana Hotels webpage](#). 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.

**Note:* Employees may retain hotel reward points earned on official state travel, unless the College deems them property of the state. However, if an employee makes travel arrangements that favor a preferred supplier to receive these reward points and this circumvents purchasing the most economical means of travel, they are in violation of state travel regulations. Costs for travel arrangements subject to this violation are non-reimbursable.

Effective 7/1/18