

Office of the Commissioner
State of Louisiana
Division of Administration

JOHN BEL EDWARDS
GOVERNOR



JAY DARDENNE
COMMISSIONER OF ADMINISTRATION

MEMORANDUM

DATE: March 15, 2016

TO: All Cabinet Secretaries and Undersecretaries

FROM: Jay Dardenne
Commissioner of Administration

This is in reference to the memorandum dated January 12, 2016, regarding the State of Louisiana HotelPlanner contract to advise you of new developments. Although the contract remains non-mandatory, agencies are encouraged to take advantage of this service and benefit from the following.

Effective March 1, 2016, HotelPlanner has offered a 2.5% incentive rebate to each agency, college, university, board and commission for their employees' use of the portal. The rebate is earned on all completed travel booked through the portal – individual reservations, group and athletic team reservations, along with conference lodging rooms for in-state and out-of-state conferences. The funds will be sent to each parent agency, as listed within the portal. The parent agency may further distribute the rebate to their sub-agencies or departments (i.e., DOTD sections, university athletics, etc.) as the parent agency deems appropriate. The average time for an agency to receive their monthly rebate check will be three months after completed stays. This delay is due to the time required for hotels to pay HotelPlanner. Please use this link to advise HotelPlanner of the address to send your monthly rebate check:
<https://form.jotform.com/60676585715164>

The portal provides management tools that will aid the agency in financial reporting and transparency:

- Travel compliance reporting provides a single-source audit for hotel stays, to detect and alert to travel non-compliance, including a "**who's traveling today**" report.
- Supervisors have the option of approving all hotel stays, before payment is made, eliminating unauthorized or inefficient hotel expenses.

- To decrease agencies' food and beverage per diem expenses, the portal identifies hotels that offer complimentary breakfast.
- The portal provides an electronic means to pay hotel reservations for employees who do not have access to individual state-issued credit cards. This enables ALL hotel stays to be paid with state-issued credit cards, as per the directive issued September 18, 2014.

Please remember that all travel must be in accordance with PPM49,
<http://www.doa.la.gov/Pages/osp/travel/travelpolicy.aspx>.

If you have any questions, you may contact the Office of State Travel.