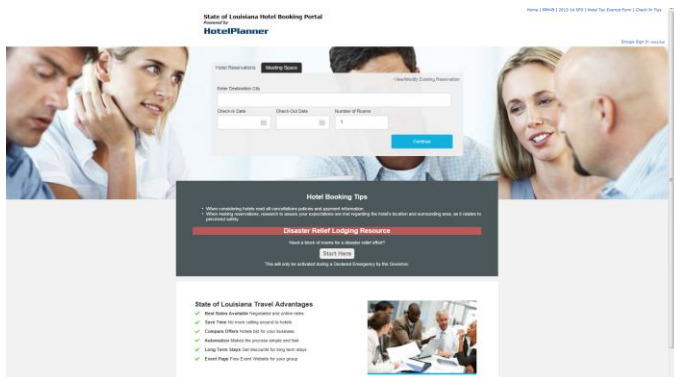


Procedures for Routine Travel Card Usage:

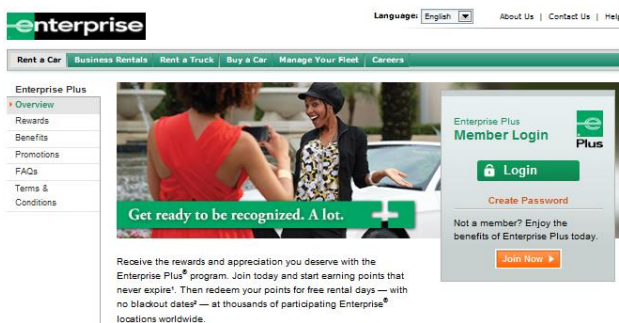
1. For all non-routine travelers utilizing the CBA, please complete a "Travel Authorization Form" and submit it to OFSS Payment Management before paying for registration fees and/or booking flights, lodging, or rental <http://www.doa.louisiana.gov/osp/travel/forms/travelauthorization.doc>
2. Book flight through Shorts Travel <http://www.doa.louisiana.gov/osp/travel/travelagency.htm>



Book hotels through HotelPlanner; <http://louisiana.hotelplanner.com/>



Rent cars through Enterprise Rental Car, when available. <https://enterpriseplus.enterprise.com>



Hotel Planner

1. Enter the HotelPlanner website at <http://louisiana.hotelplanner.com>.
2. Complete the information as instructed regarding the destination and time of stay.

Hotel Reservations Meeting Space View/Modify Existing Reservation

Enter Destination City

Choose your destination. Enter a city or zip code.

Check-In Date Check-Out Date Number of Rooms

Choose Date Choose Date 1

Continue

- 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.**

State of Louisiana Hotel Booking Portal
 Powered by
HotelPlanner

Destination: 70815 Check-in: 10/31/2014 Check-out: 11/01/2014 Rooms: 1 Search

List View Map View Showing 115 hotels

Sort by a Landmark or Neighborhood Distance to 70815 Price Stars Name

\$59.00

SUPER 8 BATON ROUGE / I 12 ★★

11444 Reulet Ave., Baton Rouge, LA 70815 [Map](#)

\$59.00 (Total) Guest Reviews: **3.5** / 5.0 **Average**

0 miles from 70815

[More](#)

This hotel rate meets PPM49 guidelines for single occupancy

Select

\$84.18

RAMADA BATON ROUGE ★★

10045 Gwenadele Ave., Baton Rouge, LA 70815 US [Map](#)

In Baton Rouge

\$84.18 Total Guest Reviews: **3.5** / 5.0 **Average**

0 miles from 70815

Free Wireless Internet, Continental Breakfast Property Location With a stay at Ramada Baton Rouge in Baton Rouge, you'll be close to Rural Life Museum and Mall of Louisiana. This hotel is within the vi [More](#)

This rate may or may not meet PPM49 guidelines for single occupancy. Consult PPM49 for details.

Select

\$74.57

SUPER 8 BATON ROUGE/I-12 ★★

11444 Reulet Ave., Baton Rouge, LA 70815 US [Map](#)

In Baton Rouge


\$74.57 Total Guest Reviews: **3.5** / 5.0 **Average**

0 miles from 70815

Free Wireless Internet, Continental Breakfast, Free Parking Property Location With a stay at Super 8 Baton Rouge/I-12 in Baton Rouge, you'll be within the vicinity of Rural Life Museum and Mall of Louisiana. This mo [More](#)

This rate may or may not meet PPM49 guidelines for single occupancy. Consult PPM49 for details.

Select

- Press the  button by the hotel of choice.
- Complete the Hotel Reservation Form. Please be sure to choose the correct agency and section. (drop down menu selection is provided)

The Saint Hotel
Autograph Collection
931 Canal St.
New Orleans, LA 70112
United States

Division: DIVISION OF ADMINISTRATION
OFFICE OF FIN & SUPPORT SERVICES

How did you want to pay for the reservation?
 I will use a credit card
 Notify my agency administrator to approve and provide payment arrangements

Guest Name
 First Name:
 Last Name:
 Email Address: (For your confirmation email)
 Phone:
 Frequent Guest Number: (optional, ie. Brand rewards number)

Billing Information
 Street Address:
 City:
 State/Province: LA (Required for US, Canada, and Australia)
 Postal/Zip Code: (should match your credit card)
 Country: United States

Payment Information
 Credit card information is required in order for us to guarantee your reservation. Your credit card will not be charged until your arrival at the hotel or the cancellation deadline has passed (unless otherwise stated in your room description). Additional taxes and surcharges may be imposed by the hotel.
 Name on Credit Card:
 Payment Type:
 Card #:
 Expiration Date:
 Card Security Code: [What is this?](#)

Is there another email we should send a copy of your confirmation to?
 Also send another confirmation email to: (optional)

Tax Exemption
 The traveler must show valid ID and any relevant documentation to prove their tax exempt status upon check in at the front desk of the hotel.

Hotel's Cancellation Policy
 149.03 USD Cancel Fee Per Room Cancellation Permitted Up To 3days Before Arrival 447.08 per night 09dec - 12dec approximate Total with All Known taxes/fees Must Guarantee Late Arrival Must Stay 3 Nights Or More Max Occupancy-2 Guests
 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

6. You must select how you want to pay for the reservation.
- I will use a credit card
 - Complete sections. 'Is there another email we should send a copy of your confirmation to?' is optional.
 - Please note the section regarding Tax Exemption and make sure you have the relevant documentation, if necessary, at check in time.
 - 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

1. Enter the Enterprise-Rent-A -Car website at Enterprise.com.
2. Choose the Business Rental Section \Rightarrow Business Rental Reservations

The screenshot shows the Enterprise website's Business Rental Program page. At the top, there's the Enterprise logo and navigation links: "Rent a Car", "Business Rentals", "Rent a Truck", "Buy a Car", "Manage Your Fleet", and "Careers". Below the navigation is a banner for "The Enterprise® Business Rental Program. A Better Way to Go.®" with an "Enroll Now!" button. A text box below the banner says: "For more information call: 1 877-881-5500 to speak to an account representative about your business rental needs." On the left, there's a "Select Your Country:" dropdown menu set to "United States". Below that are links for "Business Rental Home", "Apply Now", "Already Have An Account? Make A Reservation", "Print Your Receipt", and "Enterprise Home". On the right, the heading "The Enterprise Business Rental Program - U.S." is followed by a paragraph: "The company that is famous for great cars, low rates, and free pick-up also offers a terrific business rental program to save you more time and money, and as a member you and your employees will receive even more, such as:" followed by a bulleted list: "Special pricing on every rental; whether it's for a day, a week, a month or more", "More than 6500 neighborhood locations in North America and over 220 major airport locations", and "With more than 650,000 vehicles in fleet get the exact vehicle you need". Below the list, it says: "Enterprise will work with you to customize a rental program designed specifically to meet your individual needs. Apply now."

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

The screenshot shows the "Enterprise Business Rental Program Account Sign In" page. At the top, there's the Enterprise logo and navigation links: "Rent a Car", "Business Rentals", "Rent a Truck", "Buy a Car", "Manage Your Fleet", and "Careers". Below the navigation is the heading "Enterprise Business Rental Program Account Sign In". On the left, there's a form titled "To access your Enterprise Business Rental Program Account". It has two input fields: "Enterprise Business Rental Program #:" with the value "NA1403" and "PIN: (Enter the first 3 characters of your company name or PIN)" with the value "STA". Below the PIN field are examples: "St. Charles Lumber = STC" and "A-1 Corporation = A1C". A note says: "(You will be taken to your Business Rental Home Page.)" and there's a "Sign In" button. On the right, there's a banner for "The Enterprise® Business Rental Program. A Better Way to Go.®" with an image of a man and a woman. Below the banner is the text: "Don't have an Enterprise Business Rental Program Account? Enterprise will work with you to customize an Enterprise Business Rental Program to meet your business rental needs. Learn more". At the bottom, it says: "Want to reserve a vehicle without the benefits of your Enterprise Business Rental Program? Visit our main home page".

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

The screenshot shows the Enterprise car rental reservation form. On the left, there's a "Make a car rental reservation" section. It has a "Rent a car in:" dropdown menu set to "US". Below that is a "1 Pick Up Location" section with a text input field and a "Show airport only" checkbox. Below that is a "2 Return Date & Time" section with a "Return Date & Time" section. It has a "Pick Up Date & Time" section with a date dropdown set to "Dec 2" and a time dropdown set to "Noon". Below that is a "3 All vehicle types" section with a "Vehicle Class" dropdown menu set to "All vehicle types" and a "Search" button. On the right, there's a "Enterprise Plus" and "Emerald Club" section. It has a "Member# or Email Address:" input field, a "Password" input field, and a "Login" button. Below that is a "Forgot your info?" link. At the bottom, there's a "STATE OF LOUISIANA GOVT RENTALS" section with the State of Louisiana seal.

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.

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.