Hotel Planner Instructions

Hotel Planner can be accessed through the following website: http://louisiana.hotelplanner.com/. All hotel purchases for UNO travel must be processed through Hotel Planner. Below provides screen shots of each step to assist when booking a reservation. The site is simple to use, and similar to most travel purchasing websites.

**Home Page – City and Date Search**

Once on the Louisiana Hotel Planner’s home page, select the Hotel Reservations Tab, and enter the Destination City, Date Range, and select Continue.
Choosing a Hotel

The next page provides all the hotels available in the elected city and date range. The listing of hotels can be sorted by clicking on any of the top columns. Located on the top of the page, special events are listed during the date range that could affect the availability and daily rates within the chosen city. The Select option allows a particular hotel to be chosen.
**Selecting a Rate**

Once the hotel is selected, choose the appropriate room by selecting **Book Now**. If the room is prepaid, please note the Hotel Planner will forward a final receipt when the traveler checks out to the email entered in the reservation section (next page).
Reservation Confirmation / Payment Section

The next page is the Reservation / Payment screen. Always select University of New Orleans for the Division. For the “How did you want to pay for the reservation?” section, the “I will use a credit card” option allows a credit card to be entered. If the “Notify my agency administrator” option is chosen, UNO’s Accounts Payable / Business Affairs Offices will be notified to make the payment for the traveler using the University’s CBA. If the CBA is the form of payment, UNO must process the payment within 24 hours. Please note the Billing and Payment Information sections will be removed if the CBA is selected.

The State Travel Card should be utilized as the form of payment by employees who are in possession of the card. The CBA must be used by UNO employees who do not have a State Travel Card, and as often as possible for students and guests.

Next, enter the traveler’s information in the Guest Name section. If the CBA is not used, the Billing and Payment Information sections will have to be completed.

Read the Hotel’s Cancellation Policy, check the PPM-49 acknowledgement box, and select the Purchase and Get Receipt (for a Credit Card payment) or Request Confirmation Form My Agency Administrator (for a CBA payment) to complete the reservation. Before the reservation is finalized, please ensure the cancelation policy is fully understood, and the daily rate is single occupancy within PPM-49’s tiers. Hotel Planner will send a confirmation email once the payment is processed.

A Travel Authorization Form must be approved by all parties on SharePoint prior to reserving or pre-paying for a hotel stay, whether the state travel card or CBA is used as the form of payment.

The following two pages contain screen shots of the Reservation / Payment page for a credit card and CBA payment.
Credit Card Payment Screenshots
**Louisiana State Sales Tax**

If the hotel elected is in Louisiana, state sales tax should not be charged. It is the traveler’s responsibility to ensure state sales tax is not charged. If the room is **prepaid**, Louisiana sales tax is automatically removed by Hotel Planner. A tax exempt form is not needed for prepaid reservations.

If the stay is **not prepaid**, a [State Sales Tax Exempt Form](#) must be submitted when the traveler checks into the hotel.

The **Tax Exemption** section, below the optional email, indicates if a tax exempt form is needed during check-in.