



DIVISION OF FINANCE

NOTICE FROM THE TRAVEL OFFICE

October 12, 2022

Travelers, please make sure you are using the correct HotelPlanner link below to book your lodging. Click the **HotelPlanner Portal** link on the webpage to proceed in booking your lodging.

<https://www.doa.la.gov/doa/ost/hotels/>

When a traveler books through the public site **HotelPlanner.com**, you will incur a booking fee (ex. \$19.99). This fee is not authorized by State Travel. Our state contract with HotelPlanner does not allow fees for booking lodging. If a traveler books a hotel through the unauthorized site, the traveler will not be reimbursed the booking fee by the University Travel Office. If the booking fee appears on the travel card statement from Bank of America, the traveler will have to reimburse the University for the booking fee, or it will be taken out of the traveler's reimbursement.

If you have questions, please feel free to contact:

Stephanie Williams, GSU's Travel Supervisor
williamsstep@gram.edu, 318-274-6170

or

Chantia Spivey, GSU's Disbursement Accountant
spiveyc@gram.edu, 318-274-6091.

Thank You.