

## Lodging (Charged to T-Card)

Hotels should always be booked one of the following ways:

- Directly with the hotel
- Conference hotel through the conference
- State of Louisiana Hotel Planner (<https://louisiana.hotelplanner.com/>)

**Hotel Tax Exemption** – The traveler is required to submit the [2023 NSU Hotel/Motel](#) tax-exempt form at check-in for Louisiana State taxes. If tax exemption form is not presented at time of check-in, the traveler will be responsible for any Louisiana State sales taxes.

### General Lodging Information

- Lodging rates for the 48 contiguous states are based on the GSA lodging rates for the applicable location. The GSA lodging rates can be found at <https://www.gsa.gov/travel/plan-book/per-diem-rates>.
- Alaska, Hawaii, and U.S. Territories shall follow the Lodging Rate of \$175 per night.
- When two or more employees, on official state business, share a lodging room, the State will allow the actual cost of the room; subject to a maximum amount allowed for an individual traveler multiplied by the number of employees per room.

### Routine Lodging –Per GSA Rates



- Overage allowance requires approval by Vice President on a case by case basis not to exceed 50% over current GSA listed rates.
- No overage is allowed for Conference Lodging or any other area of PPM 49
- Justification showing that attempts were made with hotels in area to receive government/best rate
- Lodging rate plus applicable tax (other than State of Louisiana Sales Tax) and any mandatory surcharge
- Itemized hotel folio/receipt required

### Conference – Actual Cost is Allowed

- Designated Conference Hotel with Proof/Documentation of Room Rate from Conference Site
- Single Occupancy Standard Room
- If there are multiple designated conference hotels– Should Utilize Lowest Cost
- Itemized hotel folio/receipt required

**Resort Fees are NOT allowed UNLESS they are less than the allowable GSA rate when combined with the hotel base rate. Tax Recovery Charges, Service fees and/or Booking fees are not allowed when booking through third party companies and will be required to be reimbursed by the employee/traveler. Traveler will be responsible for reimbursing NSU for Louisiana State Sales Tax when Tax Exemption form is not presented at time of check in at hotel for hotels in Louisiana.**

## In-State Hotel Rates

Primary Destination 	County 	2021 Oct	Nov	Dec	2022 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Alexandria / Leesville / Natchitoches	Allen / Jefferson Davis / Natchitoches / Rapides / Vernon Parishes	\$99	\$99	\$99	\$99	\$99	\$99	\$99	\$99	\$99	\$99	\$99	\$99
Baton Rouge	East Baton Rouge Parish	\$99	\$99	\$99	\$99	\$99	\$99	\$99	\$99	\$99	\$99	\$99	\$99
New Orleans	Orleans / Jefferson Parishes	\$136	\$136	\$136	\$158	\$158	\$158	\$158	\$158	\$136	\$136	\$136	\$136
Standard Rate	Applies for all locations without specified rates	\$96	\$96	\$96	\$96	\$96	\$96	\$96	\$96	\$96	\$96	\$96	\$96