## STATE OF LOUISIANA HOTEL PROGRAM

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- 8. Transient rates can be pre-paid (PAY NOW) rates, meaning that your credit card will be charged for the full amount of your reservation, at the time you book the reservation on the portal. Please be mindful of the payment terms displayed on the reservation, before you make your purchase.
- 9. Additionally, cancellation policies can be very restrictive and should be read and understood thoroughly, as waivers, exceptions and concessions will not be granted, for concerns that are addressed in written portal advisements.
- 10. You will receive a confirmation receipt and an email, when your online transaction is complete. Please retain this receipt, for reimbursement purposes.
- 11. You may view future reservations by referring § } Ç } µ Œ Œ Œ À § ] } v } v ( ] Œ u § ¥jew or Cancel R Œ À § jh} & t\_theopetion of the email or go to the portal § HOME PAGE (upper right) and click on View or Cancel Existing Reservation \_ Xype (do not copy & paste) your confirmation number and the email address that was used to make your reservation. Past reservations aren § available for viewing.
- 12. If you chose a pre-paid (PAY NOW) rate, w

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5. Directly beneath the agency drop-

Revised 06-16-2015; All revisions/additions are highlighted in yellow.

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15. Hotels will bid on your lead