

December 8, 2014

State of Louisiana
State Liability
Travel Card and CBA Policy
Date: July 2, 2014

ADDENDUM NO. 1

The statewide Travel Card and CBA Policy, dated July 2, 2014, currently states “the full Travel/CBA account number should never be sent in emails, fax, reports, memo, etc. If an account number is necessary, only the use of the last four or eight digits of the account number is allowed.” This language is a part of the policy for security, as well as, best practice for all card programs.

Due to the October 15, 2014 mandate that was issued in a memorandum by the Commissioner of Administration, this addendum to the language in the current policy is being provided. The mandate issued requires the use of HotelPlanner Booking Portal for making hotel reservations for employees traveling on official state business.

The following language is hereby officially added as part of the current statewide Travel Card and CBA Policy:

“The full Travel/CBA account number may be used for hotel bookings when necessary. In the event that using the full account number is necessary to make hotel reservations, caution should be exercised by the agency to ensure that the full account number is used in a secure environment with a valid hotel or hotel booking website.”