

Hotel Accommodations for LMG Guest Travel to Louisville:

Guest travel may be reserved and paid for on a PCard.

Example of guest travel: Accreditors visiting to certify an agency.

LMG qualifies for a government rate, so be aware of the GSA rate for the travel dates to Louisville, KY. Currently, the rate for June 2019 – Sept 2019 is \$122/night per the GSA website – www.gsa.gov.

Steps to procure hotel accommodations for LMG guests business travel only:

1. Submit MCC form to allow Hotels/Lodging - **MCCG3** on your PCard until the trip is completed.
[MCC Request Form](#)
2. When you receive notification the PCard is ready for use, select from one of the hotels below to make your reservation. If online booking is used and the government rate is not available, you should make the reservation by contacting the hotel directly. They will offer a reduced rate, if the government rate is not available. Government rates may not always be available due to large events being held in Louisville.
3. The hotel chosen may require our exemption form for KY Sales Tax Exemption.
https://louisvilleky.gov/sites/default/files/sales_tax_exemption_certificate.pdf
4. Hotels may require the PCardholder to complete a credit card authorization form. Complete the form so your guests are not asked to pay upon checking out of the hotel.

Holiday Inn Express Downtown – 800 W Market Street, Louisville, KY 40202 (Hot Breakfast and Shuttle Service included)

For 5 or more rooms, contact Sam at (502) 690-3339 for additional savings.

To make a reservation for less than 5 rooms, click on the link below and search by Government Rate.

<https://www.hiexpress.com>

If the government rate is not available, call 502-583-2552 and ask to book a room at the LMG Discount Rate.

Homewood Suites Downtown by Hilton– 635 W Market Street, Louisville, KY 40202 (Hot breakfast included)

To make a reservation contact Kaitlyn to obtain the government or reduced rate. A Credit Card Authorization form required for Pre-Payment will be provided and required to complete.

Email: Kaitlyn.Harned@whitelodging.com

Hotel Phone: 502.589.2000

Direct Office Phone: 502.792.8940

Hyatt Downtown – 320 W Jefferson Street, Louisville, KY 40202

To make a reservation, click on the link below and search by Government Rate. If Louisville Metro Government rate is shown, select that option.

<https://www.hyatt.com/en-US/hotel/kentucky/hyatt-regency-louisville/sdfrl>

If booking online, contact Theresa – Theresa.Dunn@hyatt.com and Cc: Travel@louisvilleky.gov. Theresa will be sure to modify the billing and remove any sales tax. She will need a copy of the sales tax exempt form, Guest Name(s), and Confirmation # to assist.

If the government rate is not available, email Theresa or call 502-217-6094 and ask to book a room at the LMG Discount Rate of \$199.

Upon booking with your PCard, you must complete and send the Hyatt's credit card authorization form below, so the guest room is prepaid and not the responsibility of the guest at check in/out.



Credit Card
Authorization Form