

MEMORANDUM

To: Connie Nass, Auditor
Auditor of State's Office

From: Minnie Hoskins, Travel Coordinator
Travel Management/IDOA

Date: September 18, 2006
Updated March 1, 2007

Subject: Hotel Rate Increase in Indianapolis, IN
Indianapolis Airport Parking Increase

Please accept this memo as authorization to pay the hotel rate of \$93.00 plus all applicable taxes in the city of Indianapolis, effective October 1, 2006. The Federal base rate will increase to \$93.00 in Indianapolis effective that date and the hotels refuse to honor the current State rate for Indianapolis of \$84.00.

Effective October 1, 2006 the maximum for long-term airport parking will increase to \$9.00 a day.

Effective March 1, 2007, the maximum base rate for airport parking is \$9.00 a day, however if the facility charges airport fee's and gas surcharges those may be reimbursed with an itemized receipt.

Thank you in advance for your assistance in this matter. If you have any questions I may be reached at 232-4258 or by e-mail @ mhoskins@idoa.state.in.us.