

Statewide Travel Program Lodging 101

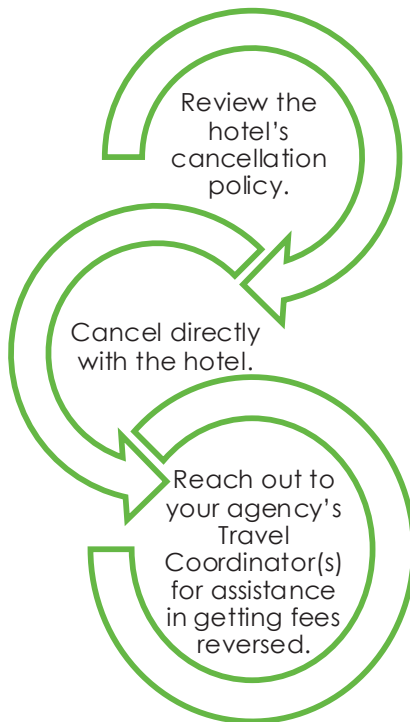
All contracted lodging rates are available for use by employees of participating agencies for travel on official business. These rates are only accessible through STP's contracted Travel Management Services (TMS) provider. Book your entire business trip using the online booking tool, Concur; or by calling the state's only authorized [travel agency](#).

The DGS State Administrative Manual (SAM) 4117.3 mandates the use of STP by Executive Branch agencies for booking hotel reservations.

Definition of Rates

State Government, CI Azumano	Rates available to agencies using STP to book lodging, Agency ID required.
Gov/Military, Government, Federal, Federal Government	Rates available to federal government or active-duty military personnel, Federal ID required. Do not book these rates.
AARP	Rates available to AARP members, membership card required.
AAA	Rates available to AAA members, membership card required.

Last-Minute Cancellations



Additional Resources

- [SAM 4117.3](#)
- [Lodging Resources](#)
- [STD. 255C Excess Lodging Rate Request/ Approval](#)

7 Best Practices to Booking Lodging

Be aware of the state lodging rates.*

Use the state's online booking tool or travel agency to book all business lodging.**

Use a VCN to pay for nightly rate, taxes, resort fees, and incidental charges.***

Book all portions of a trip in one itinerary to avoid excess fees.

Obtain a final receipt/folio upon checkout.

Be aware of all cancellation rules and any applicable penalties before booking.

Bring a personal credit card to keep on file with the hotel for incidentals.

For information about CalHR's lodging rates and reimbursement policy, please review [CalHR Manual Section 2203](#) to verify that the applicable lodging rates for the date and location of your travel.

***Applies to Executive Branches only**

**Possible Exceptions

- Room block or conference rates
- Short-term lodging with Airbnb and VRBO
- Remote/rural areas

***Your agency must participate in Virtual Card Number (VCN) to be eligible to use a VCN as payment.

What if there's a lower rate outside of Concur?

Find an alternative lodging from comparable property.

If no alternative lodging options are available, contact your agency's Travel Coordinator(s).