



**DEPARTMENT OF GENERAL SERVICES  
STATEWIDE TRAVEL PROGRAM  
TRAVEL BULLETIN**

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**Travel Bulletin:** #25-03

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**Effective Date:** October 1, 2025

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**Subject:** CalHR Policy Update and DGS Preferred Hotel Program

**Purpose:** Notice of Updates - CalHR Travel Reimbursement Policy and DGS Preferred Hotel Program

**Reference:** [CalHR Human Resources Manual Section 2203](#); [State Administrative Manual \(SAM\) Section 4117.3](#)

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## **Purpose**

This Travel Bulletin outlines updates to the California Department of Human Resources (CalHR) Business and Travel Expense Reimbursement Policy as it pertains to lodging reimbursement rates. This Travel Bulletin also outlines updates to the Department of General Services (DGS) Statewide Travel Program's (STP) Request for Proposal (RFP) for hotel agreements as part of the 2026 Preferred Hotel Program (PHP).

## **CalHR Lodging Reimbursement Rates**

On Aug. 19, 2025, the federal General Services Administration (GSA) announced in Federal Register Notice MA-2025-18 that the GSA is **maintaining** their federal Fiscal Year (FY) 2025 (Oct. 1, 2024 – Sept. 30, 2025) rates for federal FY 2026 (Oct. 1, 2025 – Sept. 30, 2026).

CalHR has updated [CalHR Manual Section 2203 \(Allowances and Travel Reimbursements\)](#) and CalHR's [Travel Program - Frequently Asked Questions](#) accordingly.

## **Guidance**

- Travelers must continue to verify current lodging reimbursement rates per their respective bargaining unit Memorandum of Understanding (MOU) and [CalHR Manual Section 2203](#).

## DGS Preferred Hotel Program

Effective Oct. 1, 2025, DGS STP will implement new/updated agreements with participating PHP properties. Travelers are encouraged to book these properties whenever possible in accordance with the [DGS State Administrative Manual \(SAM\) Section 4117.3](#).

### Guidance

Per DGS [SAM Section 4117.3](#), all Executive Branch agencies are required to utilize STP for all components of travel, including lodging. Travelers must use either Concur or the contracted travel management services provider, CI Azumano.

The PHP represents agreements between DGS STP and participating hotels. Minimum requirements for participation include providing lodging rates at or below federal GSA rates and acceptance of virtual card payments. Properties listed as “Preferred” in Concur will meet the minimum requirements for acceptance. Properties listed as “Most Preferred” in Concur will meet the minimum requirements and provide additional amenities at no extra cost.

DGS STP is actively collaborating with hotel partners to communicate these lodging rate updates and ensure that state government rates in the online booking tool (Concur) reflect CalHR’s updated lodging reimbursement rates.

#### *Please note:*

- Travelers should choose properties that participate in the PHP when booking lodging.
- Travelers should choose rates from PHP participating properties designated as the “State of California (or State of CA) **negotiated** rate.”
  - Travelers should avoid “Seasonal Discount” rates, “Best Available” rates, or State Rate if there are rates designated as above available.
- Travelers should **never** select “government,” “federal government” or “government/military” rates as the hotel will require a federal government ID.
- PHP rates will only be available through Concur or CI Azumano.
- PHP rates will only be available for official business travel and are not available for personal travel.
- Travelers may see conflicting state government rates in Concur, as hotel partners will load the new rates at different times. Travelers will still be able to select lower rates where available.

## Contact

Questions related to lodging reimbursement rates shall be directed to the contact below.

CalHR Benefits Division

Email: [TravelManager@calhr.ca.gov](mailto:TravelManager@calhr.ca.gov)

Questions related to the DGS PHP shall be directed to the contact below.

Statewide Travel Program, ATTN: PHP

Email: [StatewideTravelProgram@dgs.ca.gov](mailto:StatewideTravelProgram@dgs.ca.gov)