

JUNE  
2025

# Preferred Hotel Program Interactive Map

Statewide Travel Program

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# 1. General Information

The interactive map was created to help travelers:

- a) Find hotels that participate in the Preferred Hotel Program.
- b) Find hotels that offer certain amenities. For example, free breakfast.
- c) See all amenities offered at each hotel that participates in the Preferred Hotel Program.
- d) Use hotel information on the interactive map to make an informed choice when booking a hotel in Concur.

The interactive map will not:

- e) Appear on Concur.
- f) Display any hotel inventory/availability.
- g) Replace Concur or the hotel search map in Concur.

Travelers must still use Concur or CI Azumano to book all travel. The interactive map is a search tool to ensure travelers are booking hotels in the best interest of the state. Please see '[SAM 4117 Guide](#)' for more information.

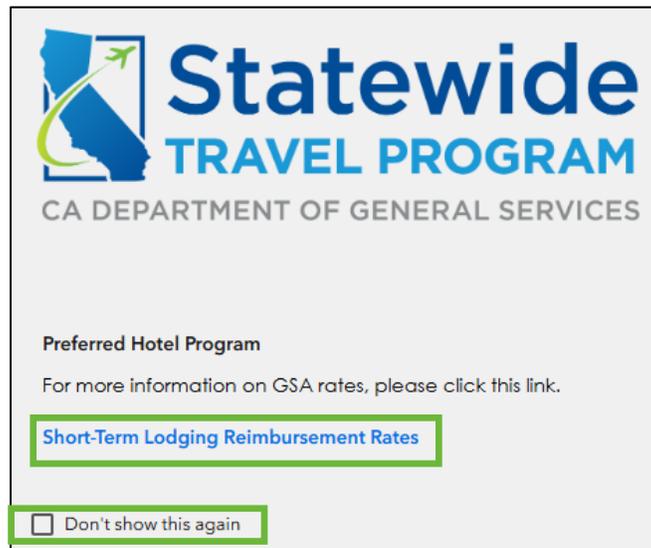
Please note: [SAM Section 4117](#) applies to executive branch agencies only.

## 2. How to Use the Interactive Map

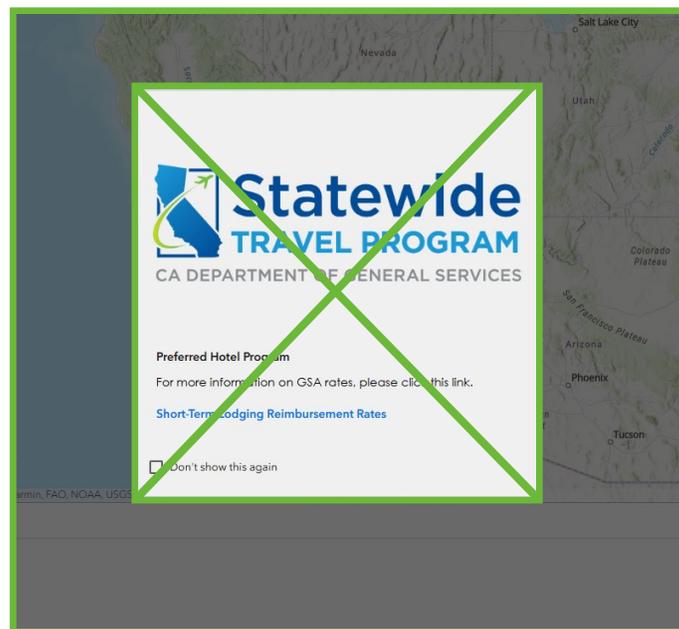
### 2.1 Opening the Page

After clicking the Preferred Hotel Program Interactive Map [link](#), a pop-up will appear. The pop-up will have the Statewide Travel Program (STP) logo and a link to the CalHR Short-Term Lodging Reimbursement Rates. Executive branches must book lodging that meets these rates. Please see [SAM section 4117.3](#) for more information.

To eliminate this pop-up when opening the webpage again, click the 'Don't show this again' check box.



To exit/close the pop-up, click anywhere outside of the pop-up.



## 2.2 Page Overview

The interactive map page has four sections:

- The top of the screen, or the header.
- The left side of the screen, or the search filter.
- The center of the screen, or the map.
- The bottom of the screen, or the preferred hotel list.

The screenshot shows the 'Preferred Hotel Program' interface. At the top is a header with the Statewide Travel Program logo, contact information, and links for 'Short-Term Lodging Reimbursement Rates' and 'User Instructions'. On the left is a search filter panel with dropdown menus for 'Preferred Hotels', 'County is', 'Status is', 'Last Room Availability is', 'Airport Transfer is', and 'Free Breakfast is'. The center features a map of California with green dots representing preferred hotels. At the bottom is a table listing hotel details.

Hotel Name	Street Address	City	Zip	County	Status	Last Room Avail...	Airport Transfer	Free Breakfast	
HYATT REGENCY MONTE...	1 Old Golf Course Rd	Monterey	93940	Monterey	Most Preferred	Yes	No	No	Ye
HILTON SAN DIEGO BAYF...	1 Park Blvd	San Diego	92101	San Diego	Most Preferred	No	No	No	Nc
RESIDENCE INN IRVINE S...	10 Morgan	Irvine	92618	Orange	Preferred	No	No	No	Nc
COURTYARD VALLEJO N...	1000 Fairgrounds Dr	Vallejo	94589	Solano	Most Preferred	No	No	No	Nc
OAKLAND MARRIOTT CIT...	1001 Broadway	Oakland	94607	Alameda	Most Preferred	No	No	No	Ye
EMBASSY SUITES SAN RA...	101 McInnis Pkwy	San Rafael	94903	Marin	Most Preferred	No	No	Yes	Nc
AYRES HOTEL REDLANDS...	1015 W Colton Ave	Redlands	92374	San Bernardino	Most Preferred	Yes	No	No	Nc
COMFORT INN AND SUIT...	10380 Twin Cities Rd	Galt	95632	Sacramento	Most Preferred	Yes	No	No	Nc

## 2.3 The Header

At the top of the screen, you can find:

- The DGS Hotel Program email address
- The 'Short-Term Lodging Reimbursement Rates' link
- The 'User Instructions' link

This close-up shows the header area. Callout A points to the contact information: 'For Questions and Comments contact: DGSHotelProgram@dgs.ca.gov'. Callout B points to the 'Short-Term Lodging Reimbursement Rates' link. Callout C points to the 'User Instructions' link.

### 2.3.1 The DGS Hotel Program Email Address

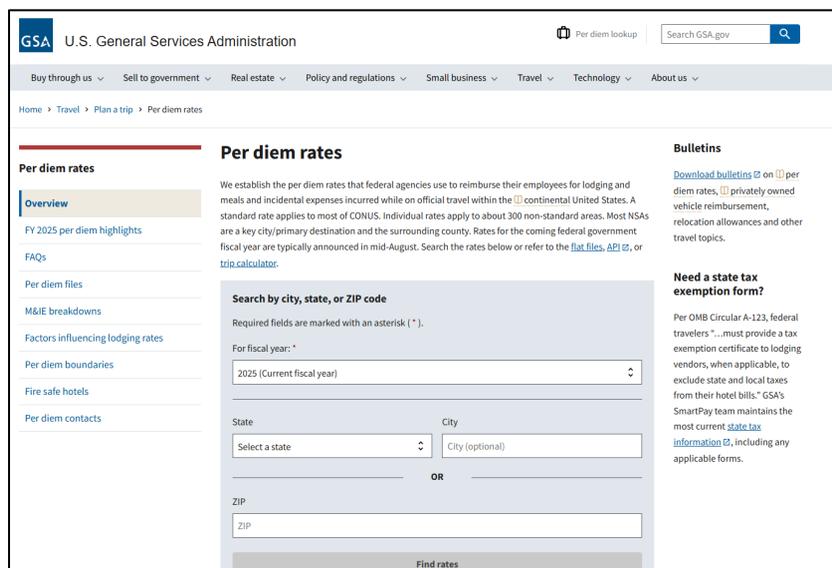
The DGS Hotel Program email address is meant for agency Travel Coordinators only. Agency Travel Coordinators can email STP about the Preferred Hotel Program. This may include, but is not limited to:

- a) Preferred Hotel Program questions
- b) Requests to add new hotels to the Program
- c) Issues at Preferred hotels

If you are a traveler, please email your agency Travel Coordinator, who can assist you with any travel-related questions.

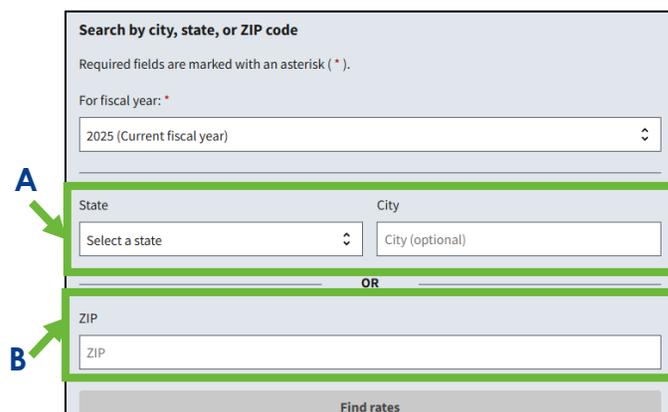
### 2.3.2 'Short-Term Lodging Reimbursement Rates' Link

In accordance with the lodging and travel reimbursement rates established by the California Department of Human Resources (CalHR), the state's maximum reimbursement rates for receipted lodging align with the applicable standard and non-standard federal lodging rates. When clicking the 'Short-Term Lodging Reimbursement Rates' button, the U.S. General Services Administration website will load in a new tab.



To find a Short-Term Lodging Reimbursement Rate, there are two options:

- a) Select the state and add the city name.
- b) Add the zip code.



Once the search criteria are added, click 'Find rates.'

**Search by city, state, or ZIP code**

Required fields are marked with an asterisk (\*).

For fiscal year: \*

2025 (Current fiscal year)

---

State

Select a state

City

City (optional)

OR

ZIP

ZIP

**Find rates**

When the page loads, the GSA rate for each month is displayed. Please note that some counties have GSA rates that change in certain months.

**FY 2025 per diem rates for san diego, California**

Change fiscal year: 2025 2024 2023 or New search

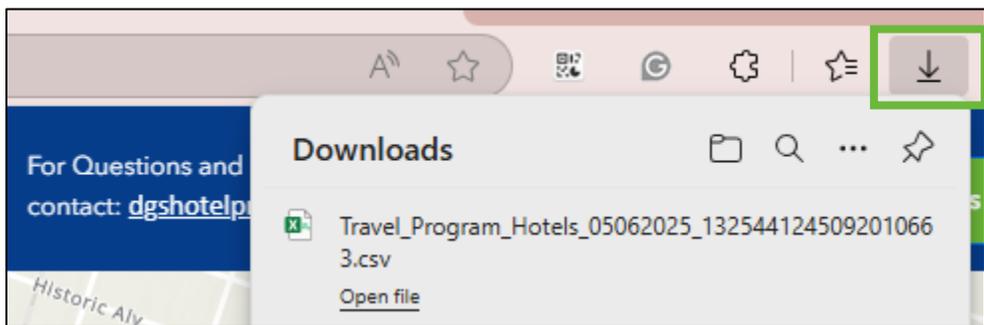
**Daily lodging rates (excluding taxes) | October 2024 - September 2025**

Cities not appearing below may be located within a county for which rates are listed. To determine the county a destination is located in, visit the [Census Geocoder](#).

Primary destination	County	2024 Oct	Nov	Dec	2025 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
San Diego	San Diego	\$199	\$199	\$199	\$199	\$199	\$199	\$199	\$199	\$237	\$237	\$199	\$199

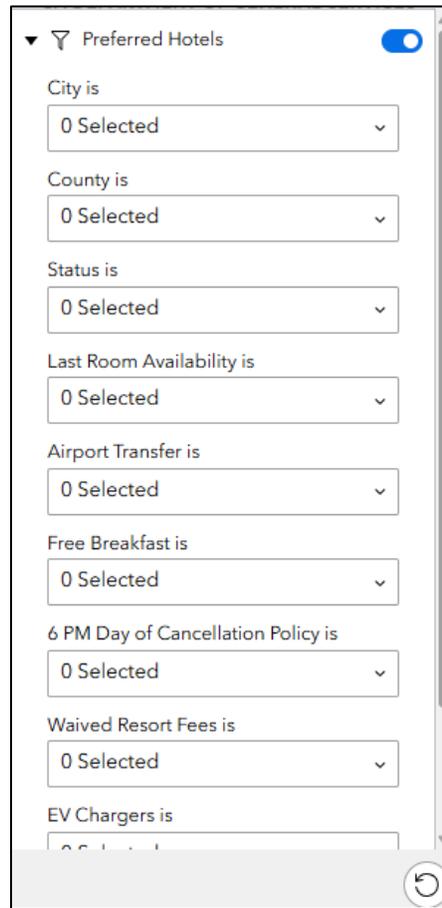
### 2.3.3 'User Instructions' Link

When clicking the 'User Instructions' link, this guide will download. Check the downloads bar to open the guide.



## 2.4 The Search Filter

The left side of the screen has several filters travelers can use to search for hotels. The search filters show the different amenities hotels offered as part of their bid to participate in the Preferred Hotel Program.



### 2.4.1 Search Filter Options

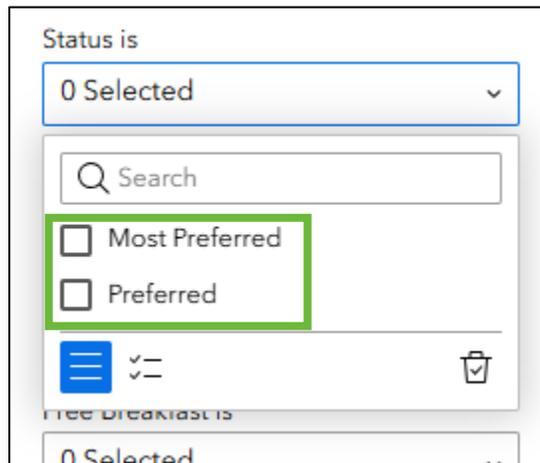
The toggle bar in the right-corner of the search filter section keeps the map and hotel list synced to the search filter changes. Switch it off to keep the map and hotel list static while changing the search filter(s).



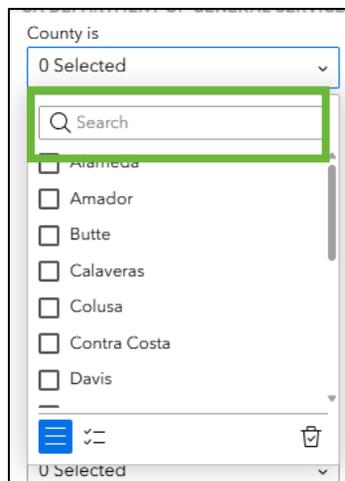
Travelers can click the drop-down to select the search filters they want to use.



When the options appear, click the check box for the display option(s) desired.



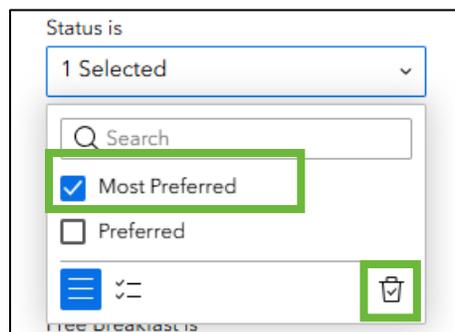
For the search filters with multiple options, you can type in the search field to narrow the options.



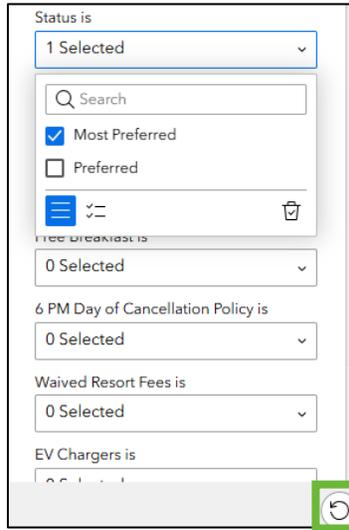
After each search filter is selected, the hotel list will reload with options that offer the amenity(ies) selected and the map will zoom in to show available hotels based on the filtered criteria, in a closer screen. Please see sections 2.5 and 2.6 of this document for more information on those portions of the webpage.

#### 2.4.2 Remove Search Filter Options

To remove the chosen filters, deselect the check box or click the trash can icon.

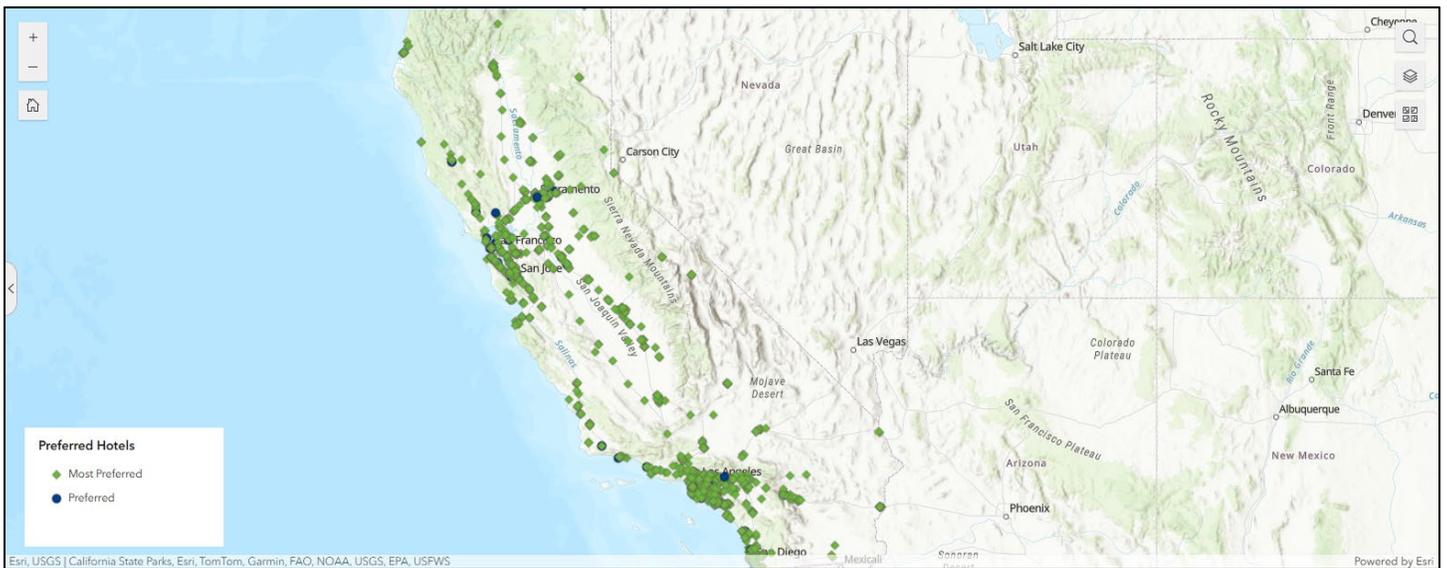


To clear all search filters, click the refresh button at the bottom of the search filter section of the screen.



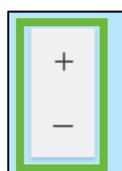
## 2.5 The Map

The center of the page shows a map with all the hotels who participate in the Preferred Hotel Program.

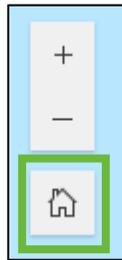


### 2.5.1 Zoom In and Out

To zoom the map in and out, use the scroll wheel on your mouse or use the zoom buttons in the top left of the screen.

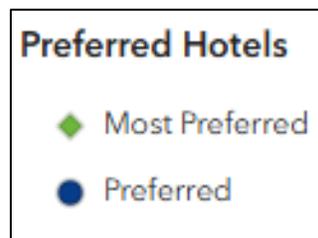


To return to the original map size, click the home icon.



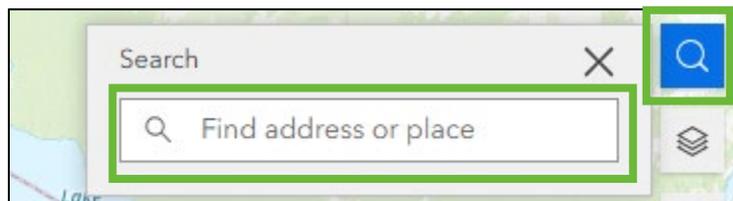
### 2.5.2 Icons

There are two types of icons on the screen. The green diamond represents a “Most Preferred” hotel and the blue circle represents a “Preferred” hotel.

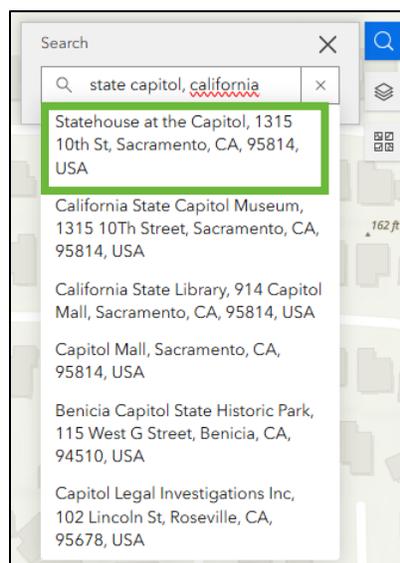


### 2.5.3 Search

Click the magnifying glass icon to search by address, location, name or other attribute.

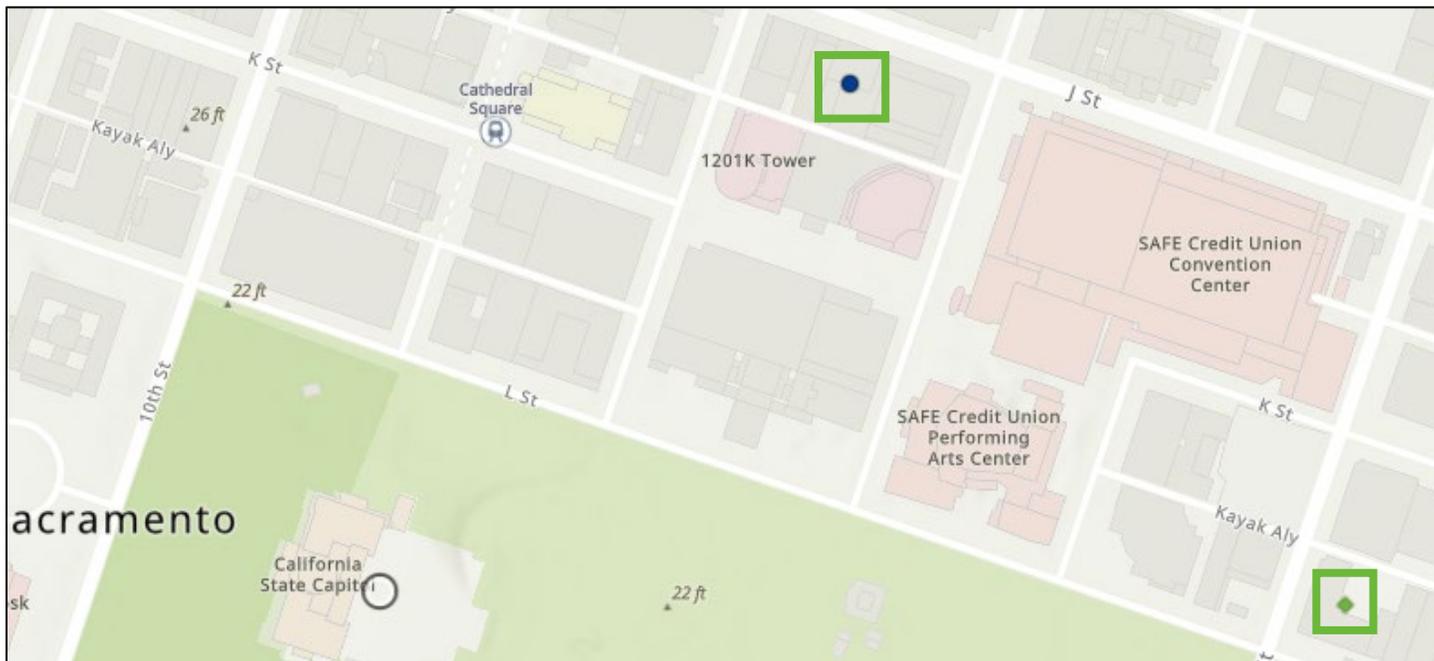


After entering search criteria, a list of options will appear. Once the desired item is listed, click it on the drop-down menu.



The map will automatically zoom to the item selected. From there, you can zoom in or out to find nearby hotels. The hotel list will update to show the hotels in the selected area of the map. See section 2.6 of this document for more information.

In this example, we see one “Preferred” hotel and one “Most Preferred” hotel in proximity.



### 2.5.4 Hotel Information Within the Map

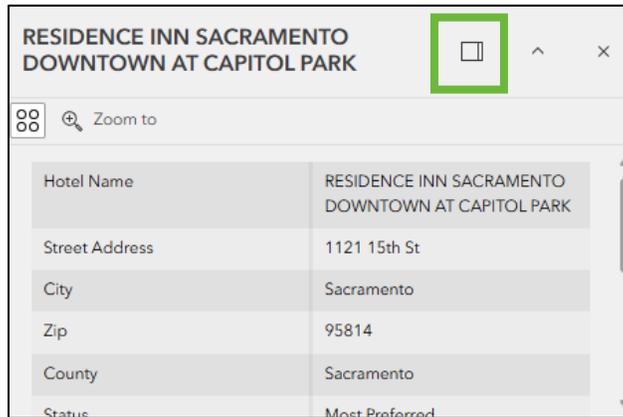
Click the diamond or circle icon to see information about the hotel. Notice the icon (once clicked) will be highlighted in neon blue.

RESIDENCE INN SACRAMENTO DOWNTOWN AT CAPITOL PARK	
Hotel Name	RESIDENCE INN SACRAMENTO DOWNTOWN AT CAPITOL PARK
Street Address	1121 15th St
City	Sacramento
Zip	95814
County	Sacramento
Status	Most Preferred
Last Room Availability	No
Airport Transfer	No
Free Breakfast	Yes
6 PM Day of Cancellation Policy	No
Waived Resort Fees	No

Here, you can simply read the hotel information, ‘dock’ the hotel location, or export the information for your files.

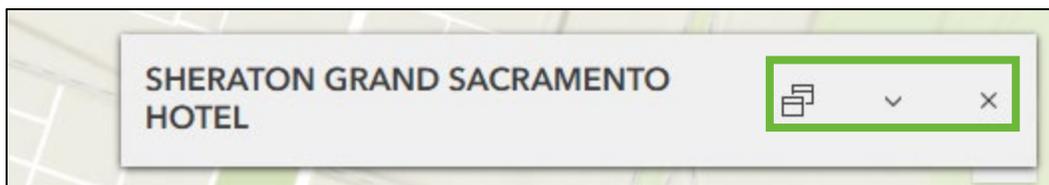
### 2.5.5 Dock the Hotel Within the Map

Click the single page icon to 'dock' the hotel. This action allows you to mark the property on the map and continue searching. It's a great tool to use when comparing properties.



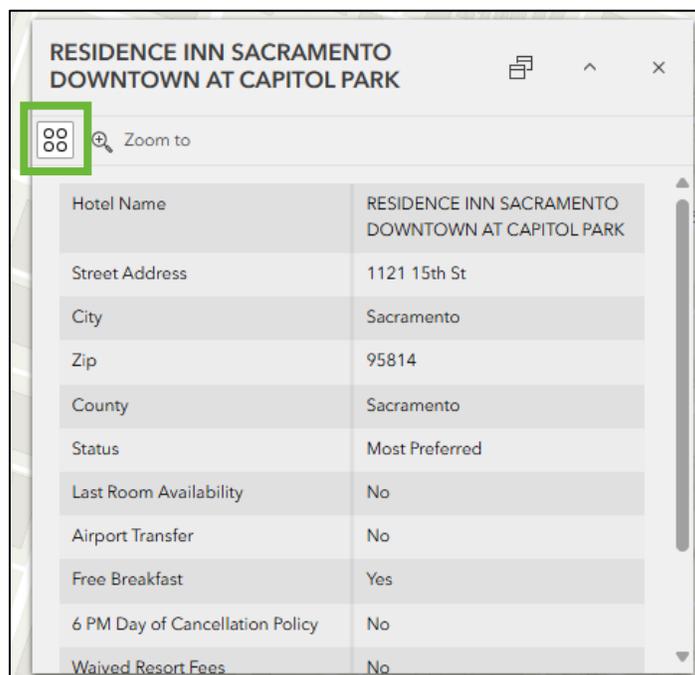
After the hotel has been 'docked,' it will appear at the top right corner of the map. You can click:

- a) The double page icon to undock it.
- b) The dropdown arrow to see the hotel information and zoom back to the hotel.
- c) The 'X' to close the box.

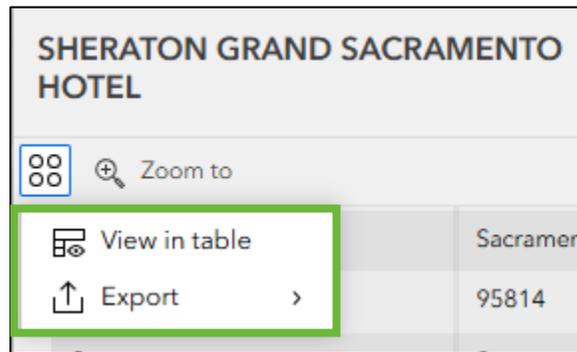


### 2.5.6 Export Hotel Information from Map

To export hotel information, click the square with four circles inside of it.



There are two options: 'View in table' or 'Export.'

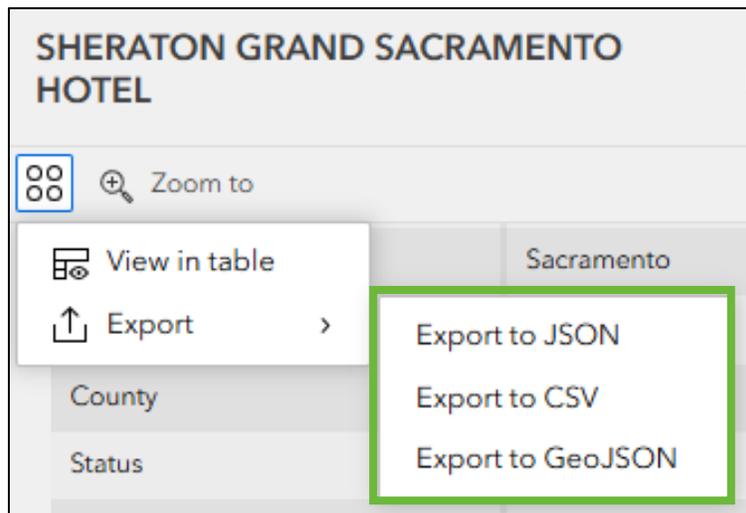


If selecting 'View in table,' the hotel information will appear at the bottom of the screen. See section 2.6 of this document for more information.

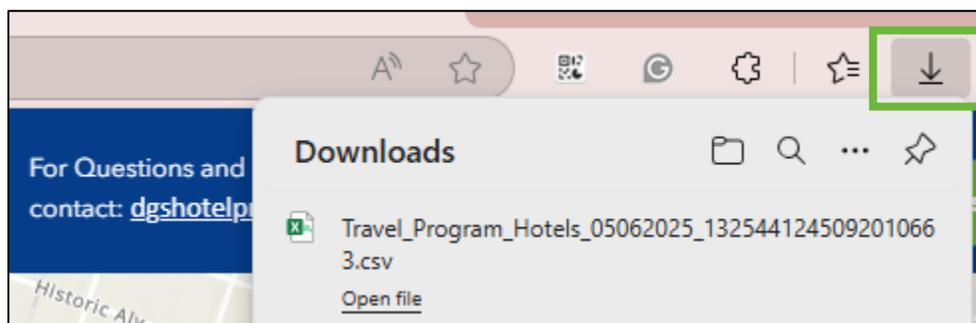
If selecting 'Export,' there are three options for exporting the information.

JSON and GeoJSON are formats that are specific to data interchange between servers and browsers. It is not recommended to use these options.

It is recommended to use the following option. Select 'Export to CSV' to receive an Excel spreadsheet of the hotel information.



After clicking 'Export to CSV,' the excel file will download. Check the downloads bar to open the excel sheet.



## 2.6 The Hotel List

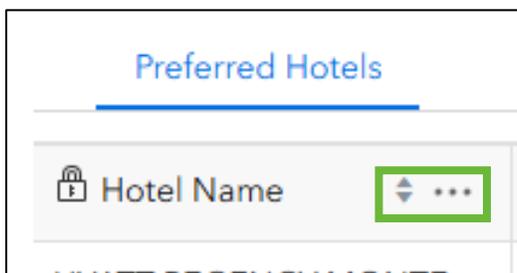
Along the bottom of the webpage is a list view of each hotel that participates in the Preferred Hotel Program showing the full address, preference, and amenities offered.

Hotel Name	Street Address	City	Zip	County	Status	Last Room Avail...	Airport Transfer	Free Breakfast	
HYATT REGENCY MONTE...	1 Old Golf Course Rd	Monterey	93940	Monterey	Most Preferred	Yes	No	No	Ye-
HILTON SAN DIEGO BAYF...	1 Park Blvd	San Diego	92101	San Diego	Most Preferred	No	No	No	Nc-
RESIDENCE INN IRVINE S...	10 Morgan	Irvine	92618	Orange	Preferred	No	No	No	Nc-

As you edit the search filters, this list will update to show hotels that meet those requirements. See section 2.4 of this document for more information.

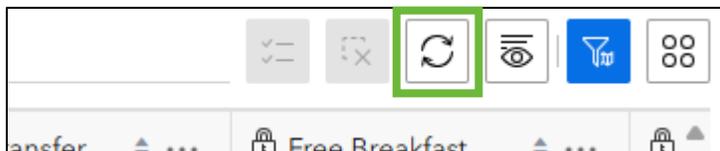
### 2.6.1 Alphabetize the List

Columns can be viewed in alphabetical order by clicking the arrows or three dots for the column.



### 2.6.2 Refresh the List

To refresh the list, click the refresh icon.

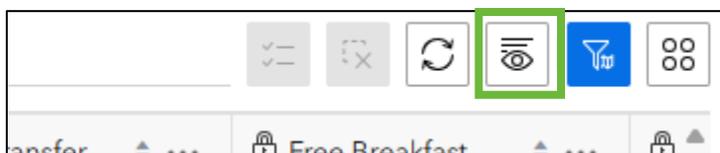


If the map shows different information than the list, click the filter icon to refresh the list.

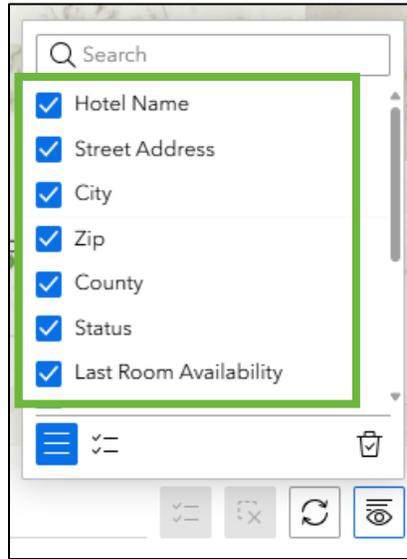


### 2.6.3 Edit the Columns

To show or hide certain columns, click the lines and eye icon.

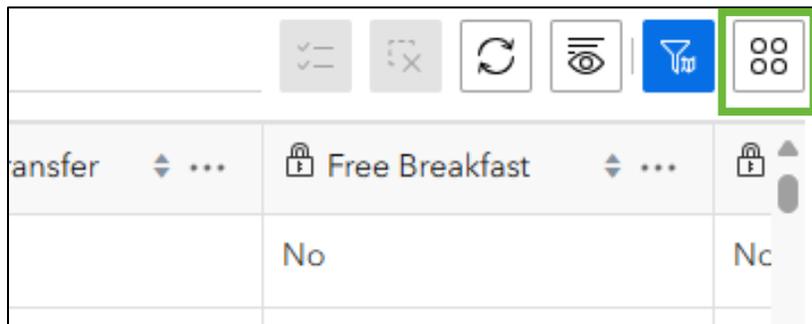


A list of all the information options will appear. Check the boxes for the information you would like to see on the list. Uncheck the boxes for the information you would like to remove from the list.

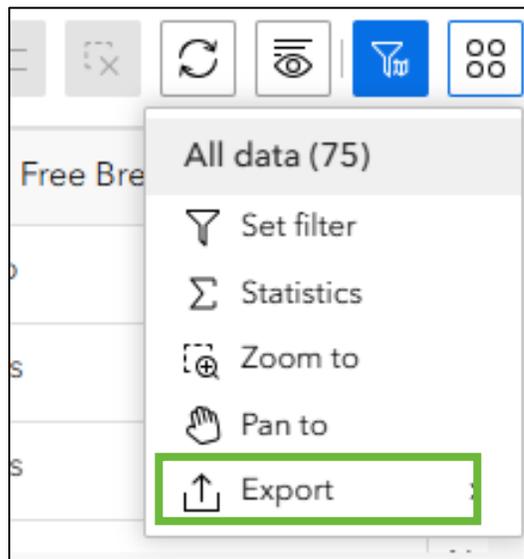


#### 2.6.4 Export Hotel Information

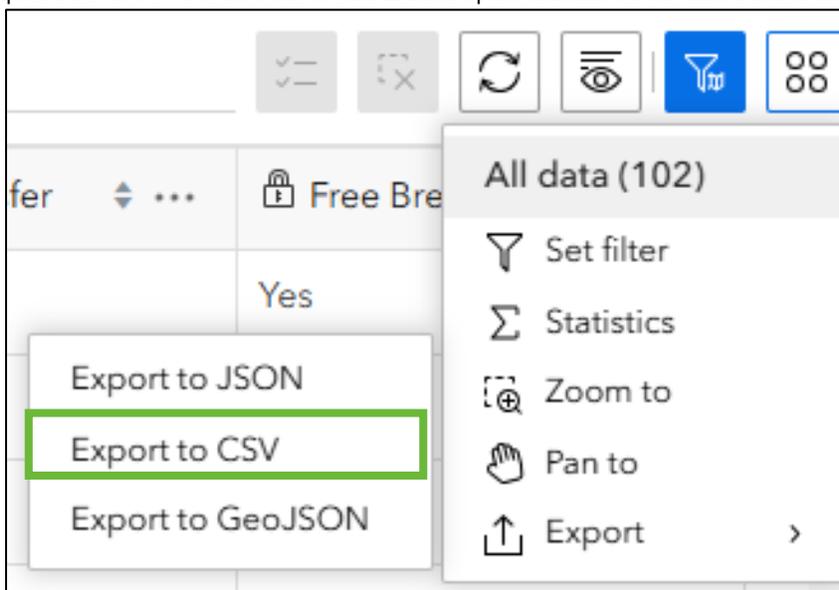
To export information for multiple hotels at once, click the box with the four circles.



A list will appear. Click 'Export.'



Select 'Export to CSV' to receive an Excel spreadsheet of the hotel information.



## 2.7 Changing the Page Layout

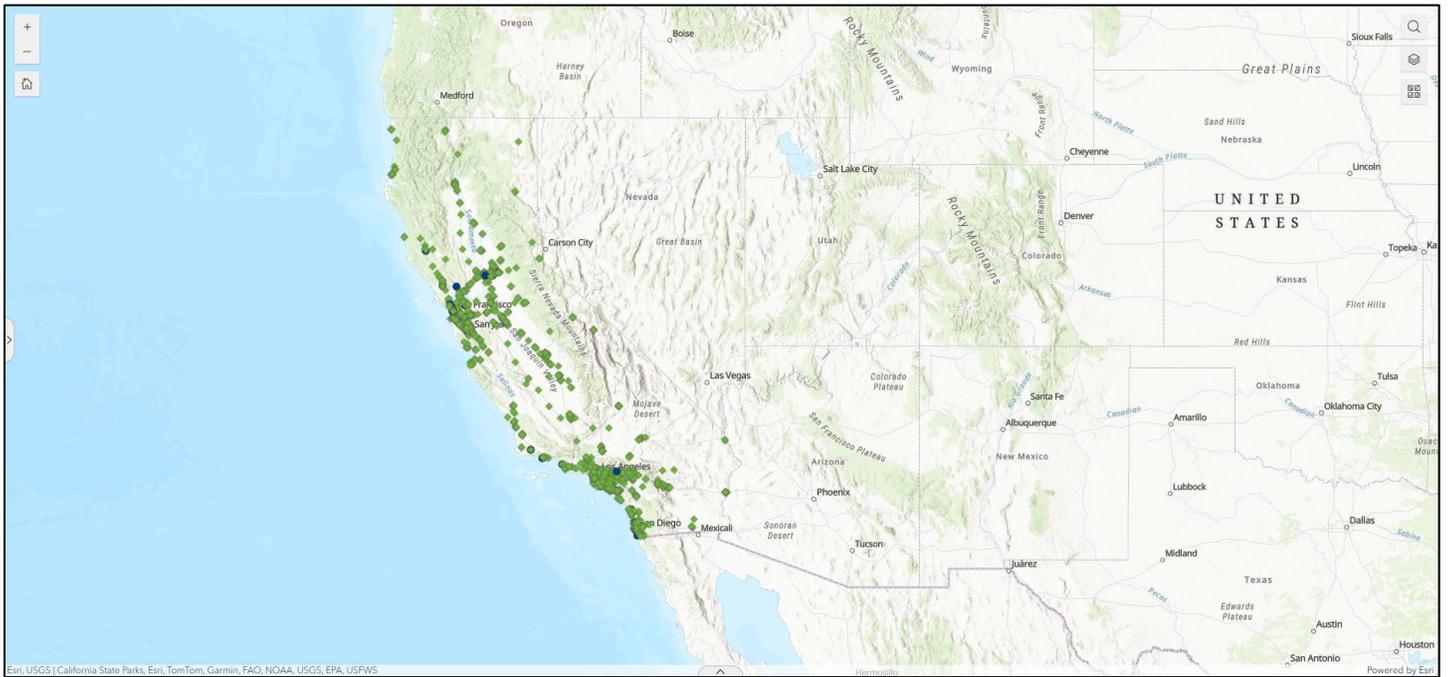
### 2.7.1 Expand Map View

To expand the map section of the screen, click the arrow buttons on the left side of the screen and/or bottom of the screen, respectively.

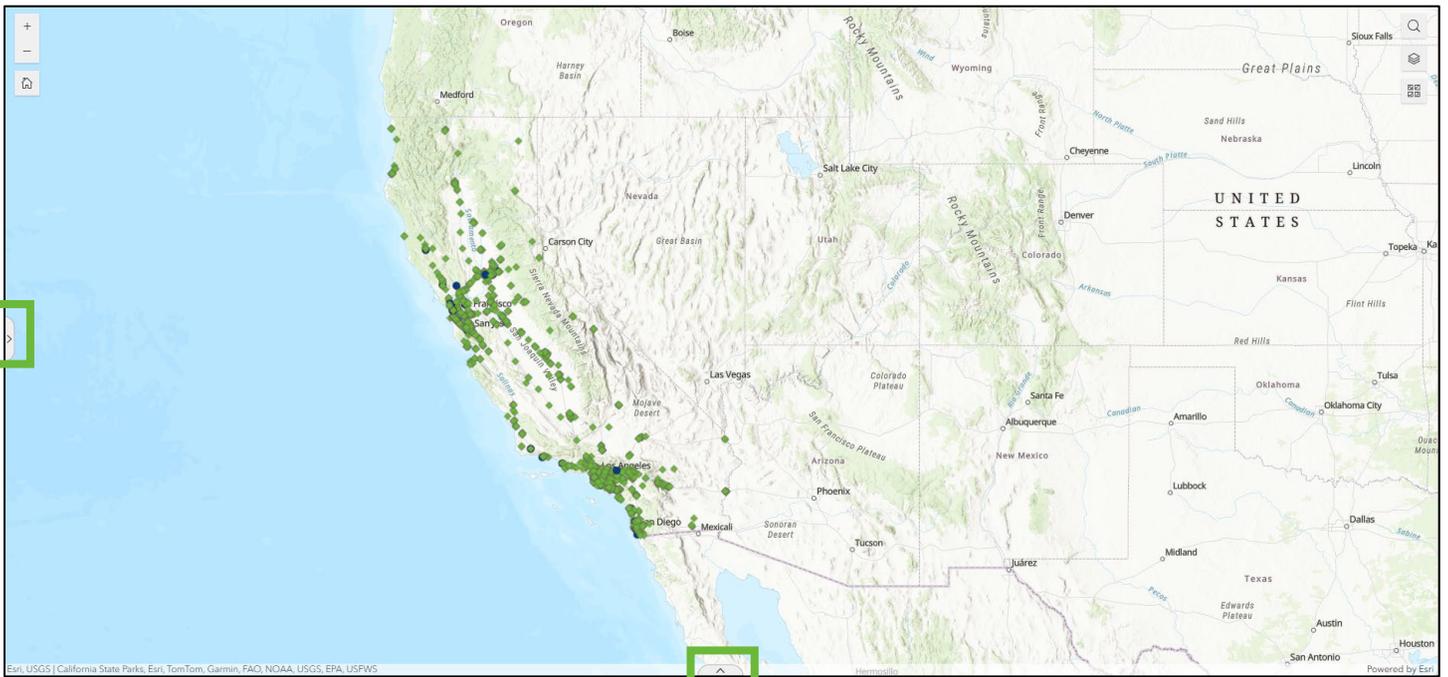
Hotel Name	Street Address	City	Zip	County	Status	Last Room Avail...	Airport Transfer	Free Breakfast
HYATT REGENCY MONTE...	1 Old Golf Course Rd	Monterey	93940	Monterey	Most Preferred	Yes	No	No
HILTON SAN DIEGO BAYF...	1 Park Blvd	San Diego	92101	San Diego	Most Preferred	No	No	No
RESIDENCE INN IRVINE S...	10 Morgan	Irvine	92618	Orange	Preferred	No	No	No
COURTYARD VALLEJO N...	1000 Fairgrounds Dr	Vallejo	94589	Solano	Most Preferred	No	No	No
OAKLAND MARRIOTT CIT...	1001 Broadway	Oakland	94607	Alameda	Most Preferred	No	No	No
EMBASSY SUITES SAN RA...	101 McInnis Pkwy	San Rafael	94903	Marin	Most Preferred	No	No	Yes
AYRES HOTEL REDLANDS...	1015 W Colton Ave	Redlands	92374	San Bernardino	Most Preferred	Yes	No	No
COMFORT INN AND SUIT...	10380 Twin Cities Rd	Galt	95632	Sacramento	Most Preferred	Yes	No	No

## PREFERRED HOTEL PROGRAM INTERACTIVE MAP

This will remove the search filter and/or hotel list from view.

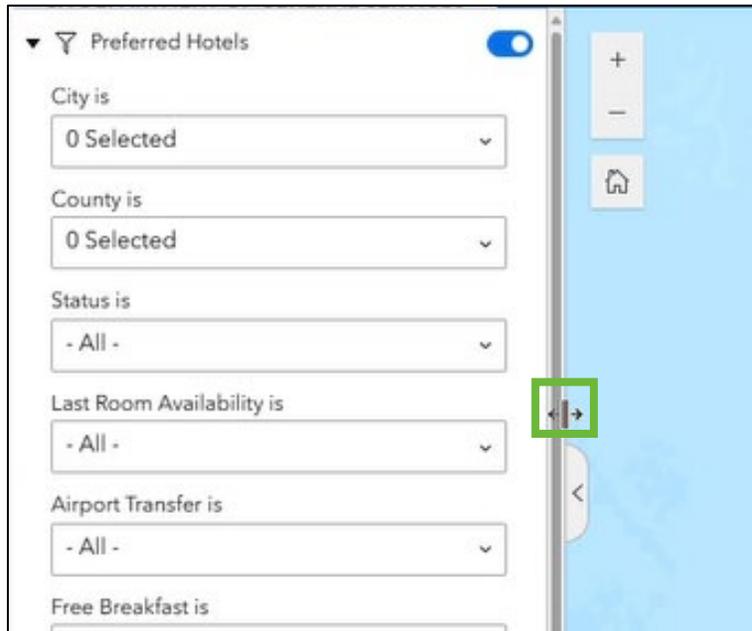


To bring the search filter and/or hotel list back, click the arrows at the left side of the screen and/or bottom of the screen, respectively.



### 2.7.2 Expand Search Filter View

To expand the search filter section of the screen, hover the mouse over the border of the search filter until the cursor turns into the expand symbol.

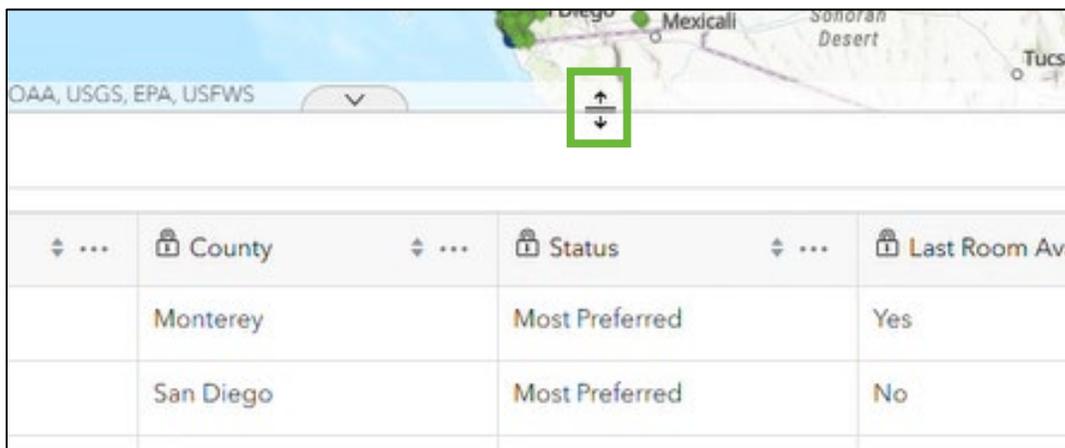


Click and drag the cursor to the right to expand the search filter section. Click and drag the cursor to the left to reduce the search filter section.

To remove the search filter from view completely, see section 2.7.1 of this document.

### 2.7.3 Expand Hotel List View

To expand the hotel list section of the screen, hover the mouse over the border of the hotel list until the cursor turns into the expand symbol.



Click and drag the cursor upwards to expand the hotel list section. Click and drag the cursor down to reduce the hotel list section.

To remove the hotel list from view completely, see section 2.7.1 of this document.

## 3. Additional Resources

As a traveler, your first resource for all travel-related inquiries is your agency Travel Coordinator(s). Other helpful resources are:

### 3.1 Statewide Travel Program

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

[Preferred Hotel Program Interactive Map](#)

[SAM 4117 Guide](#)

[Training Resources Page on STP Website](#)

[Travel Coordinator Resources on STP Website](#)

[Traveler Resources on STP Website](#)

### 3.2 CI Azumano

[CI Azumano Website](#)

[Concur Login Page](#)

Travel Agent Email: [CalTravel@ciazumano.com](mailto:CalTravel@ciazumano.com)

Travel Agent Phone Number: 877-454-8785