

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 <u>will not</u>:

- 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 '<u>SAM 4117 Guide'</u> for more information.

Please note: <u>SAM Section 4117</u> applies to executive branch agencies only.

2. How to Use the Interactive Map2.1 Opening the Page

After clicking the Preferred Hotel Program Interactive Map <u>link</u>, a pop-up will appear. The pop-up will have the Statewide Travel Program (STP) logo and a link to the CalHR Short-Term Loding Reimbursement Rates. Executive branches must book lodging that meets these rates. Please see <u>SAM</u> <u>section 4117.3</u> 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.



Α

2.2 Page Overview

The interactive map page has four sections:

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

| | For Question CONTRACT CONTRACT: DGS | as and Comments HotelProgram@dgs.ca.gov | Prefe | rred Hot | el Progra | im 📕 | hort-Term Lodging Reimbursen | nent Rates User Instru | uctions |
|---|---|---|---|---|---|--|--|---|---|
| ♥ Preferred Hotels O Selected County is O Selected Status is -All - Last Room Availability is -All - All - | | | a nonco Sinta | Carson City 0 | reer Basin Las Veges | Utah Dojoředo Plateau | Colorado | UNIT STA Red MII | T E (T E : Ka |
| - All - Free Breakfast is | Preferred H Most Pr Most Pr D | eferred | EAO NOAA USOS EPA USEAS | Los Angeles | | vioisco Plateau vizona | New Mexico | Lubbook Pro | J. |
| - All - Free Breakfast is Preferred Hotels | Proferred H Most P Try USG6 10 difer | otels | | A court | Asur | noisco Plateau vitrona | New Mexico | | 7# 8 |
| All - Free Breakfast is Preferred Hotels Development of the second se | Preferred H Most Pr O Street Address | otels eferred City ÷··· | ÊNO NOAA USOS EPA USENS Ên Zip | County ♀ ··· | Ĉ Status ♀… | norteo Plateau ritrona | New Mexico | Lubbook Boo | ₩ 8 • |
| All - Free Breakfast is Preferred Hotels Arrend Hotel Name + · · · · HYATT REGENCY MONTE | Preferred H Most P Total USBS I Colore Street Address 0 1 Old Golf Course Rd | eferred City 0 City 0 Monterey | €AO MOAA USOS EEA USOAS | County +··· | ▲ Status + ··· Most Preferred | Test Room Avai \$ Yes | New Mexico | Lubbook Brown | Viet Contraction of the second |
| All - Free Brookfast is Preferred Hotels Motel Name + HYATT REGENCY MONTE HILTON SAN DIEGO BAYF | Preferred H Most P To USGE Code | eferred © City + ···· Monterey San Diego | EAO MOAA LISOS EPA LISOAS | County ¢ ···· Monterey San Diego | Status + ··· Most Preferred Most Preferred | These Plates Italian Antese Last Room Avai \$ Yes No | New Mexico | Lubicci en Lubicci en Term IV C To C The Breakfast + No No | Viet Constant of the second base of the second seco |
| Free Breakfast is Preferred Hotels Hotel Name ++++ HYATT REGENCY MONTE HILTON SAN DIEGO BAYF RESIDENCE INN IRVINE S | Preferred H Most Pr Total USBE Code Street Address total USBE Code Total Golf Course Rd 1 Park Blvd 10 Morgan | efered © City + ···· Monterey San Diego Irvine | EAO MOAA LIGOS EPA LISENS [™] Zip [♥] ···· [™] 33940 [♥] 2101 [♥] 2101 [♥] 2101 [♥] [♥] | County ¢ ···· Monterey San Diego Orange | Status + ··· Most Preferred Preferred | Alberge Marten Italian Last Room Avai \$ Yes No No | New Mexico | Lubicci en Lubicci en Den Den Den Den Den Den Den D | Vie 8 Vie 8 |
| Free Breakfast is Preferred Hotels Hotel Name Hotel Name HYATT REGENCY MONTE HILTON SAN DIEGO BAYF RESIDENCE INN IRVINE S COURTYARD VALLEJO N | Preferred H Most Pr Total USAGE Code Street Address total USAGE Code Total USAGE Code | efered © City • · · · Monterey San Diego Irvine Vallejo | EAO MOAA LIGOS EPA LISDAG | County County San Diego Orange Solano | Status * ··· Most Preferred Preferred Most Preferred Most Preferred | Merce Merces Antronia Last Room Avai \$ Yes No No No No | New Mexico | Liñeck Brockfast + No No No No | View Constraints of the second |
| Free Breakfast is Preferred Hotels Hotel Name HATT REGENCY MONTE HILTON SAN DIEGO BAYF RESIDENCE INN IRVINE S COURTYARD VALLEJO N OAKLAND MARRIOTT CIT | Preferred H Most Pr Total USAG Code Street Address total USAG Code Total USAG Co | efered in TenTon Courses in Stan Back Ene TenTon Courses Cuty Intervey San Diego Irvine Vallejo Oakland | EAO MOAA LIGOS EPA LISENS | County C | Status * ··· Most Preferred Most Preferred Most Preferred Most Preferred Most Preferred Most Preferred | Merce Merces Antronia Last Room Avai \$ Yes No No No No | New Mexico Airport Transfer ¢ ··· No No No No No No No No No | Liñeck Brockfast + No No No No No | Ver |
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| All - Free Breakfast is Preferred Hotels Motel Name + HyATT REGENCY MONTE HILTON SAN DIEGO BAYF RESIDENCE INN IRVINE S COURTYARD VALLEJO N OAKLAND MARRIOTT CIT EMBASSY SUITES SAN RA AYRES HOTEL REDLANDS | Preferred H More Pr Construction Toold Golf Course Rd Street Address Course Rd Norgan 10 Norgan 1000 Fairgrounds Dr 1001 Broadway 101 McInnis Pkwy 1015 W Colton Ave | etered aferred City • Monterey San Diego Irvine Vallejo Oakland San Rafael Redlands | ■ Zip ↓ … 93940 ↓ ↓ 92101 ↓ ↓ 92418 ↓ ↓ 94589 ↓ ↓ 94903 ↓ ↓ 92374 ↓ ↓ | County to re- Monterey San Diego Orange Solano Alameda Marin San Bernardino | Status \$ · · · Most Preferred Most Preferred | Allena Marten De Last Room Avai * *** Yes No No No No No Yes | New Mexico | Lubick Bar Lubick Bar Direct Breakfast + No No No No No Yes No | Ver Ver Nc Nc Nc Nc Nc |

2.3 The Header

At the top of the screen, you can find:

- a) The DGS Hotel Program email address
- b) The 'Short-Term Loding Reimbursement Rates' link
- c) The 'User Instructions' link



C

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 Loding 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 Loding Reimbursement Rates' button, the U.S. General Services Administration website will load in a new tab.

| GSA U.S. General Services A | Administration | Search GSA.gov Q |
|---|---|--|
| Buy through us \lor Sell to government \lor | Real estate \sim Policy and regulations \sim Small business $$ Travel $$ Technology $$ All | bout us 🗸 |
| Home > Travel > Plan a trip > Per diem rates | | |
| Per diem rates | Per diem rates | Bulletins Download bulletins ∅ on Û per |
| Overview | we establish the per user rates that receive a genucles use to reminute their employees to noging and meals and incidental expenses incurred while on official travel within the <u>incontinental</u> United States. A travel are particle to ment a CONUC. | diem rates, 🗍 privately owned vehicle reimbursement, |
| FY 2025 per diem highlights | are a key city/primary destination and the surrounding county. Rates for the coming federal government | relocation allowances and other travel topics. |
| FAQs | trip calculator. | |
| Per diem files | Search by city, state, or ZIP code | Need a state tax exemption form? |
| M&IE breakdowns | Required fields are marked with an asterisk (*). | Per OMB Circular A-123, federal travelers "must provide a tax |
| Per diem boundaries | For fiscal year: * | exemption certificate to lodging vendors, when applicable, to |
| Fire safe hotels | 2025 (Current fiscal year) | exclude state and local taxes from their hotel bills," GSA's |
| Per diem contacts | State City | SmartPay team maintains the most current state tax |
| | Select a state City (optional) | information [2], including any |
| | OR | applicable forms. |
| | ZIP | |
| | ZIP | |
| | Find rates | |

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

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

| | Search by city, state, or ZIP code | | | | | | | |
|---|--|---|--|--|--|--|--|--|
| | Required fields are marked with an asterisk (*). | | | | | | | |
| | For fiscal year: * | | | | | | | |
| | 2025 (Current fiscal year) | | | | | | | |
| Α | | l | | | | | | |
| | State City | | | | | | | |
| | Select a state City (optional) | | | | | | | |
| | OR | I | | | | | | |
| | ZIP | | | | | | | |
| B | ZIP | | | | | | | |
| | Find rates | | | | | | | |

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 City | | | | | |
| Select a state City (optional) | | | | | |
| OR | | | | | |
| 710 | | | | | |
| | | | | | |
| | | | | | |
| 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 f | or san o | diego, | Calif | ornia | | | | | | | | |
|--|--|-------------|---------------------------------|-----------------------------------|-----------------|---------|-------------|-------|-------|-------|-------|----------------|-------|
| Change fiscal year: 2025 2024 2023 or New search | | | | | | | | | | | | | |
| Daily lodging r Cities not appearing be located in, visit the <u>Cer</u> | rates (excluding t elow may be located within nsus Geocoder 亿. | axes) Oc | tober 2 which rates a | 024 - Se are listed. To | e ptembe | er 2025 | destination | nis | | | | Filter results | Ŧ |
| Primary destination ① | County | 2024 Oct | Nov | Dec | 2025 Jan | Feb | Mar | Apr | Мау | 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.

| ▼ Y Preferred Hotels | D |
|------------------------------------|----------|
| City is | |
| 0 Selected | ~ |
| County is | |
| 0 Selected | ~ |
| Status is | |
| 0 Selected | ~ |
| Last Room Availability is | |
| 0 Selected | ~ |
| Airport Transfer is | |
| 0 Selected | ~ |
| Free Breakfast is | |
| 0 Selected | ~ |
| 6 PM Day of Cancellation Policy is | |
| 0 Selected | ~ |
| Waived Resort Fees is | |
| 0 Selected | ~ |
| EV Chargers is | |
| | |
| | (5) |

2.4.1 Search Filter Options

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

| ▼ | |
|------------|---|
| City is | |
| 0 Selected | ~ |

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

| Status is | |
|------------|---|
| 0 Selected | ~ |
| | |

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

| Status is | |
|------------------|-----|
| 0 Selected | ~ |
| Q Search | |
| Most Preferred | |
| Preferred | |
| = = | · 년 |
| Fiee Dieaklastis | |
| 0 Selected | |

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

| County is | o Entito E o |
|--------------|--------------|
| 0 Selected | ~ |
| Q Search | |
| Alameda | i i |
| Amador | |
| Butte | |
| Calaveras | |
| Colusa | |
| Contra Costa | |
| Davis | |
| | |
| = *= | 豆 |
| U Selected | ~ |

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.

| Status is | |
|----------------|---|
| 1 Selected | ~ |
| Q Search | |
| Most Preferred | |
| Preferred | |
| | ☑ |

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

| Status is | | |
|------------------------------------|---|------------------|
| 1 Selected | Ý | |
| Q Search | | |
| Most Preferred | | |
| Preferred | | |
| = := | ☑ | |
| LICE DICAMASUS | | |
| 0 Selected | ~ | |
| 6 PM Day of Cancellation Policy is | | |
| 0 Selected | Ý | |
| Waived Resort Fees is | | |
| 0 Selected | Ý | |
| EV Chargers is | | |
| | | |
| | | (\mathfrak{I}) |

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.

| + | |
|----|--|
| _ | |
| ධි | |

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.

| 77 | RESIDENCE INN SACRAME DOWNTOWN AT CAPITOL | ENTO PARK PARK | × |
|-------|--|--|----------|
| | 00 ⊕ Zoom to | | 7 |
| | Hotel Name | RESIDENCE INN SACRAMENTO DOWNTOWN AT CAPITOL PARK | 19th c. |
| | Street Address | 1121 15th St | |
| | City | Sacramento | |
| | Zip | 95814 | |
| | County | Sacramento | |
| | Status | Most Preferred | |
| | Last Room Availability | No | |
| | Airport Transfer | No | |
| 7 | Free Breakfast | Yes | 1 |
| 2 M | 6 PM Day of Cancellation Policy | No | |
| The 1 | Waived Percet Food | No | T |

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.

| R | ESIDENCE INN SACRAMEN OOWNTOWN AT CAPITOL P | ITO ARK 🗆 ^ × | |
|-----|--|--|---|
| 000 | B ⊕ Zoom to | | |
| | Hotel Name | RESIDENCE INN SACRAMENTO DOWNTOWN AT CAPITOL PARK | Î |
| | Street Address | 1121 15th St | I |
| | City | Sacramento | |
| | Zip | 95814 | |
| | County | Sacramento | |
| | Status | Most Preferred | |

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.

| SHERAT | ON GRAND SACRA | MENTO | 1.00 | | |
|--------|-----------------|-------|------|--------|--|
| HOTEL | on divino sheir | | 타 | \sim | |
| HOIEL | | | | | |

2.5.6 Export Hotel Information from Map

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

| R | RESIDENCE INN SACRAMEN DOWNTOWN AT CAPITOL P | ito Ark | Ð | ^ | × |
|-----|---|-----------------------------|--------------------|----------------|----------|
| 000 | € Zoom to | | | | |
| 1 | Hotel Name | RESIDENCE INN DOWNTOWN A | SACRAM T CAPITO | ENTO L PARK | 1 9th c. |
| | Street Address | 1121 15th St | | | |
| | City | Sacramento | | | |
| | Zip | 95814 | | | |
| | County | Sacramento | | | |
| | Status | Most Preferred | | | |
| | Last Room Availability | No | | | |
| | Airport Transfer | No | | | |
| 7 | Free Breakfast | Yes | | | |
| | 6 PM Day of Cancellation Policy | No | | | |
| | Waived Resort Fees | No | | -11-7 | |

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

| SHERATON GRANE | SACRAMEN | то |
|-----------------|----------|------|
| 00 € Zoom to | | |
| 🕞 View in table | Sacr | amen |
| ① Export > | 958 | 14 |
| | | |

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.

| SHERATON GRAND HOTEL | SACRAMENTO |
|-------------------------|-------------------|
| 88 ⊕ Zoom to | |
| 🐻 View in table | Sacramento |
| ∱ Export > | Export to JSON |
| County | Export to CSV |
| Status | Export to GeoJSON |

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.

| Preferred Hotels | | | | | | | | | ¢ 000 |
|------------------------|----------------------|-----------|----------|-----------|----------------|----------------------|--------------------------|------------------------|-------|
| 🗄 Hotel Name 💠 🚥 | 🗈 Street Address 🛛 💠 | City \$ | ₿ Zip \$ | County \$ | 🛱 Status 💠 🚥 | 🛱 Last Room Avai 💠 🚥 | 🛱 Airport Transfer 🛭 💠 🚥 | 🛱 Free Breakfast 🛛 💠 🚥 | â |
| 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.

| | | 00 |
|------------|------------------------|----|
| ansfer 💠 🚥 | 🛱 Free Breakfast 🛛 💠 🚥 | |
| | No | Nc |

A list will appear. Click 'Export.'



PREFERRED HOTEL PROGRAM INTERACTIVE MAP



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.

| ♥ Preferred Hotels City is O Selected County is O Selected Status is -All - Airport Transfer is -All - Free Breakfast is | | otels sførred | s i frans ao Santai | Corson City d Corson City d Reserved Construction of the City of t | itest Basin o Las Vegas | Urah Celeirado Pastese Minister Partey Virtonia | Colorado Santa Fe Albuquerque New Mexico | UNIT STAT | E C E S S S S S S S S S S S S S S S S S |
|---|------------------------|---------------------------------------|-------------------------------|---|----------------------------|---|---|------------------------|---|
| Preferred Hotels | Esri, US@6 Californ | nla State Parks, Esri, TomTom, Garmin | , FAO, NOAA, USGS, EPA, USFWS | | | Phoenix | | | vered by Es |
| Hotel Name 🗘 👐 | 🛱 Street Address 🛭 ≑ … | 🛱 City 💠 … | ∰ Zip \$ ··· | 🛱 County 💠 … | 🛱 Status 💠 … | 🛱 Last Room Avai 🗘 … | 🛱 Airport Transfer 🛭 💠 … | 🛱 Free Breakfast 🛭 💠 … | . 8 |
| 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 |
| 4 C | 1 | 1 | | 1 | | | | | Þ |

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.

| 0 Selected | ~ | |
|---------------------------|----------|---------|
| | | ŵ |
| County is | | |
| 0 Selected | ~ | |
| Status is | | |
| - All - | ~ | |
| Last Room Availability is | | <l></l> |
| - All - | ÷ | |
| Airport Transfer is | | < |
| All | 1940 | 2 |

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.

| OAA, USGS, | EPA, USFWS | Mexi | cali Sono Des | Tucso |
|------------|------------|----------------|------------------|---------------|
| ÷ ···· | D County | \$ 🛱 Status | ÷ ···· | Last Room Ava |
| | Monterey | Most Preferred | | Yes |
| | San Diego | Most Preferred | | No |

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: <u>StatewideTravelProgram@dgs.ca.gov</u> <u>Preferred Hotel Program Interactive Map</u> <u>SAM 4117 Guide</u> <u>Training Resources Page on STP Website</u> <u>Travel Coordinator Resources on STP Website</u> <u>Traveler Resources on STP Website</u>

3.2 CI Azumano

<u>CI Azumano Website</u> <u>Concur Login Page</u> Travel Agent Email: <u>CalTravel@ciazumano.com</u> Travel Agent Phone Number: 877-454-8785