

How to Book Lodging

Statewide Travel Program

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2. General Information

To avoid excess booking fees, please book all components of travel within the same itinerary.

Read all information about the hotel's cancellation policy. Some hotels have strict cancellation policies and are not refundable if canceled out of compliance with the stated policy(ies).

3. Policy Compliance

This section applies to executive branch state agencies only.

- Travel should be conducted in the most cost-efficient manner in the best interest of the state.
- Book all lodging reservations through the Statewide Travel Program.
- Travelers are encouraged to book properties within the Preferred Hotel Program to take advantage of negotiated rates, cost savings, and guaranteed amenities, provided the property complies with state policy and the published lodging reimbursement rates.
- Preferred Hotel Program properties will have a “Most Preferred” or “Preferred” designation in Concur. If a “Most Preferred” or “Preferred” hotel is unavailable, travelers should book lodging that adheres to state policy and the published lodging reimbursement rates.
- For information about CalHR’s lodging rates and reimbursement policy, please review [CalHR Manual Section 2203](#) and/or CalHR’s [Travel Program – Frequently Asked Questions](#).

See the following for more information:

- [SAM 4117 Guide](#)
- [State Administrative Manual \(SAM\) 700](#)
- [State Administrative Manual \(SAM\) 4117](#)
- [State Administrative Manual \(SAM\) 4117.3](#)
- [State Travel Policy Resources](#)

All non-compliant choices will be audited.

4. Preferred Hotel Program

The Statewide Travel Program provides a Preferred Hotel Program to state of California employees* who travel on official government business. Hotels that are part of the Preferred Hotel Program are designated "Preferred" or "Most Preferred" in Concur.

**Participating user agencies only*

"Preferred" hotels have an agreement with the state to:

- Accept Terms and Conditions
- Accept Conferma virtual payments (requiring an additional/separate authorization form is not allowed)
- Use the STP-designated rate code
- Publish contracted rates as "State of CA Negotiated Rate"
- Provide rates equal to or less than federal GSA rates

"Most Preferred" hotels provide the same minimum requirements, as well as five (5) or more of the following additional amenities:

- 12:00 pm or later day-of-check-in cancellation
- Last Room Availability (LRA) for entire contract term
- Free or waived breakfast
- Free or waived parking fees
- Free or waived resort fees
- Third-party sustainability program certificate

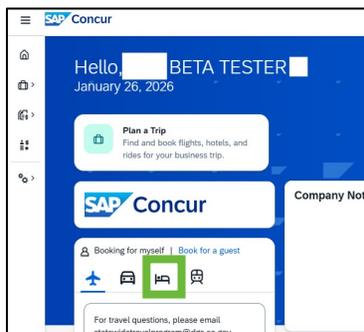
Please see the hotel map, which can be found on the [Lodging section of our website](#), to see the amenities offered by each participating hotel.

5. Booking Instructions

5.1 Log In

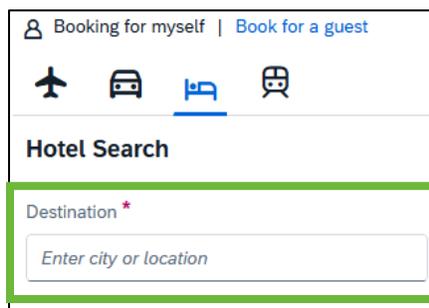
Log into Concur. See the video and/or guide 'How to Log into Concur' for more information.

Once you've logged into Concur, click the bed icon in the trip search widget.



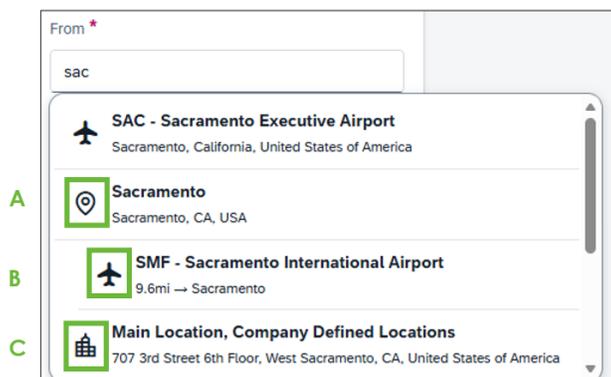
5.2 Travel Destination

Find the "Destination" box. Enter the airport, city, or location.

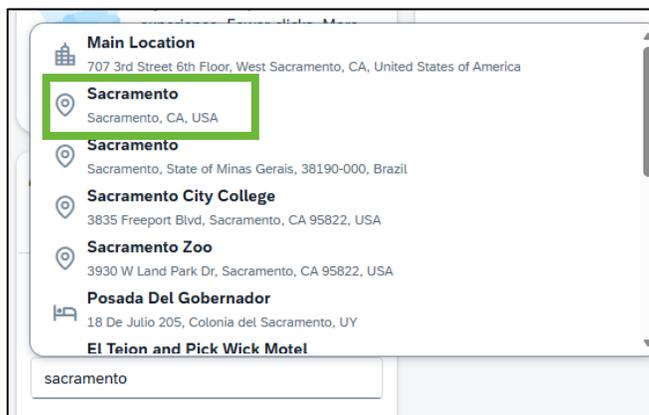


A drop-down list will appear.

1. The map marker icon will show city names within the search parameters.
2. The plane icon will show airports within the search parameters.
3. The building icon will show your office location(s), if it has been entered to your profile. Please see the guide 'Setting Up a Profile in Concur' for more information.

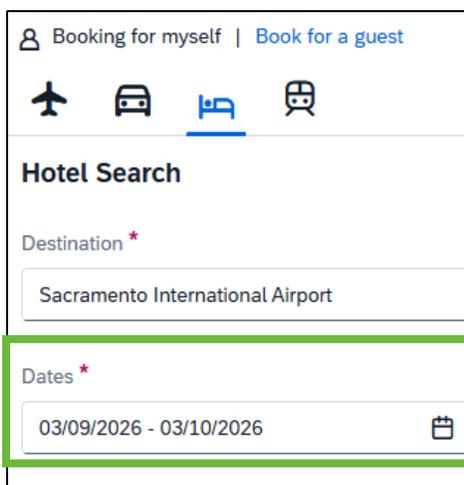


Once you have decided on a location, click the name in the drop-down menu.



5.3 Travel Dates

Find the "Dates" box. The dates will be auto-populated to reflect the day you're booking travel within Concur.



There are two ways to choose travel dates: type the dates or choose on a calendar.

5.3.1 Type the travel dates

Enter the check-in and check-out dates by clicking the box and typing them in.

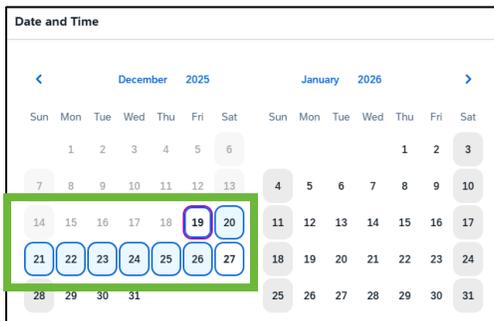


5.3.2 Choose the dates on a calendar

Click the calendar icon.

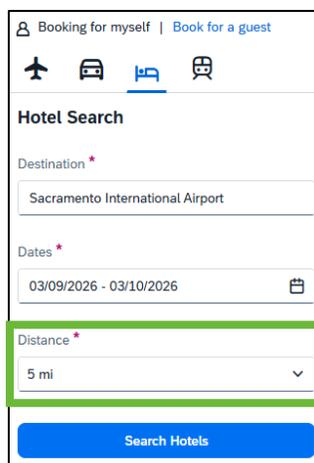


A pop-up window will appear with a two-month calendar view. Select the desired departure date first, then the desired return date. Once selected, the travel dates will appear blue.



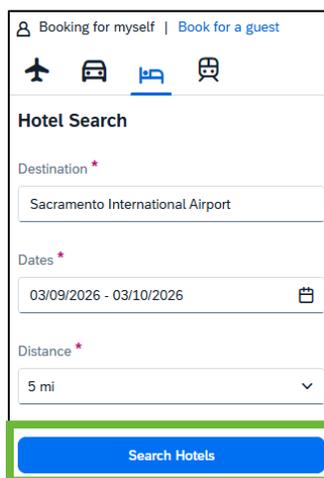
5.4 Distance Search Radius

Use the drop-down menu to select the distance radius for the search. The default search is 5 miles.



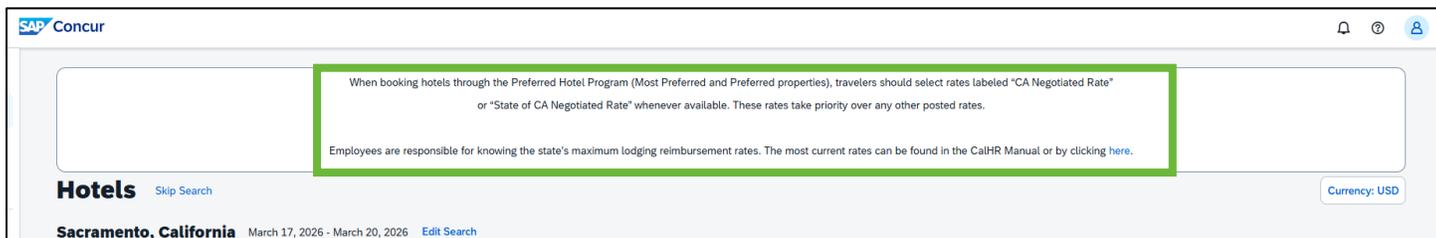
5.5 Search for a Hotel

Once the search parameters have been set, click "Search Hotels."



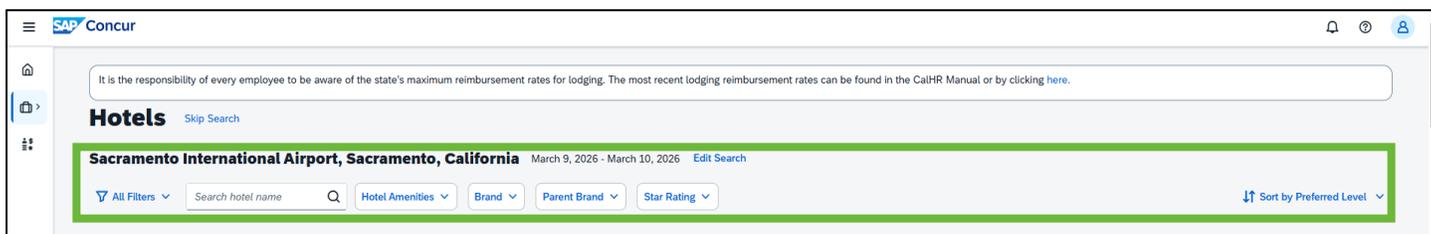
5.6 Lodging Reimbursement Rates

For executive branch agencies only: There is a note along the top of the search results page reminding travelers about the maximum lodging reimbursement rate. You must select a rate that is within the state's maximum reimbursement rate for lodging. See [Human Resources Manual - CalHR](#) for more information.



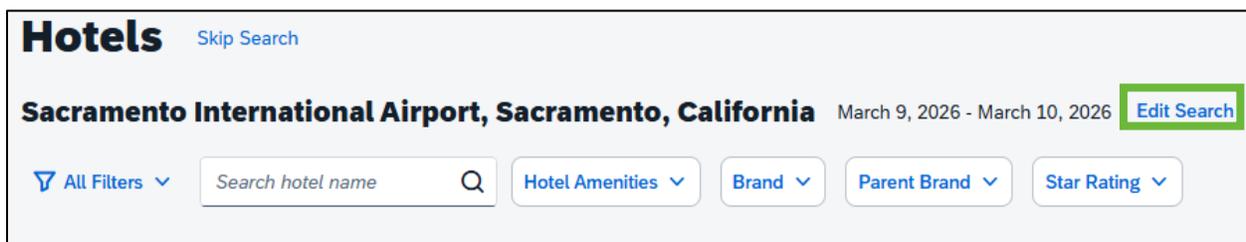
5.7 Additional Search Parameters

The hotel search page will load. At the top of the page, you will see more search parameters. This is not required, but it's a useful tool to help you find a hotel that best meets your needs.



5.7.1 Edit search

Click "Edit Search" to change the travel dates or search criteria.

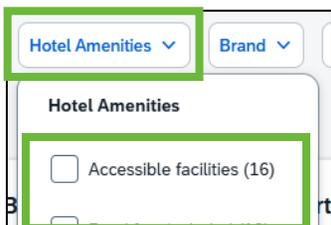


Edit the destination, dates, and/or distance as desired. See sections 5.2, 5.3, and/or 5.4 of this document for more information. Click "Update" to apply the new search parameters. Click "Cancel" to return to the prior search parameters.



5.7.2 Hotel amenities

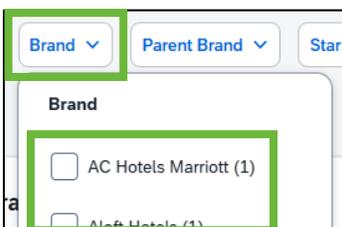
To search for specific amenities, use the checkboxes under “Hotel Amenities.”



When booking, review the room description for included amenities. It is recommended to always book “Most Preferred” or “Preferred” hotels when available, as they provide guaranteed/additional amenities at no extra cost.

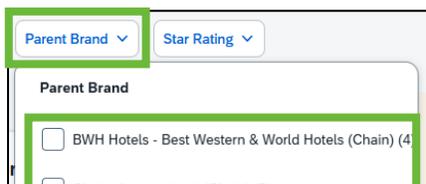
5.7.3 Brand

To search by a specific brand of hotels, select the brand(s) under “Brand.”



5.7.4 Parent brand

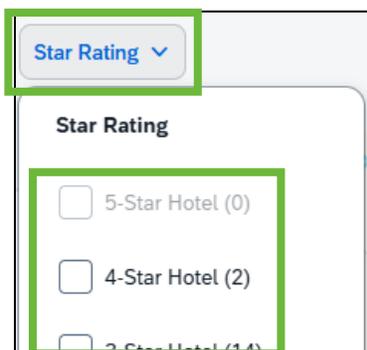
To search by a specific parent brand of hotels, select the brand(s) under “Parent Brand.”



5.7.5 Star rating

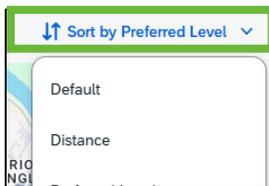
Star ratings (1-5) indicate the level of comfort and amenities. To search by a certain level of star rating, use the checkboxes under “Star Rating.”

Note: Hotel star ratings are provided by Northstar Travel Media, a third-party partner of Concur.



5.7.6 Sort by

The search results page defaults to “Sort By” preference level. When the hotel search is sorted by preference, it will show you hotels in this order: “Most Preferred,” “Preferred,” “Non-participating hotels.” If you would like to sort by different criteria, you can change the “Sort By” field.



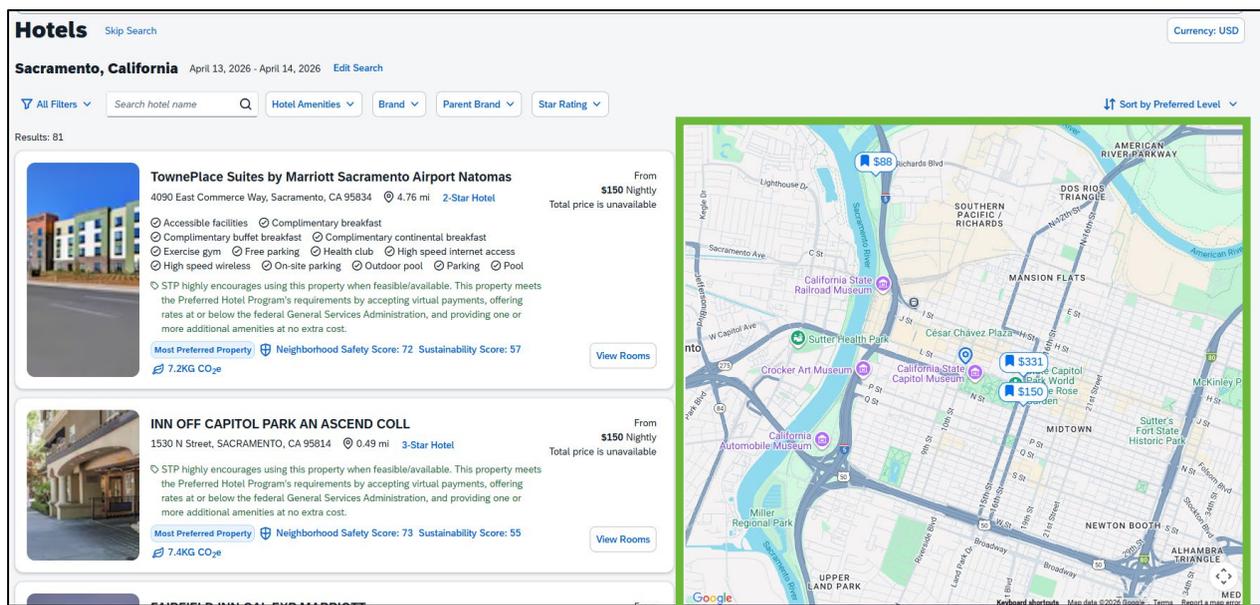
5.7.7 Clear All

To clear all search filters, click “Clear All.”



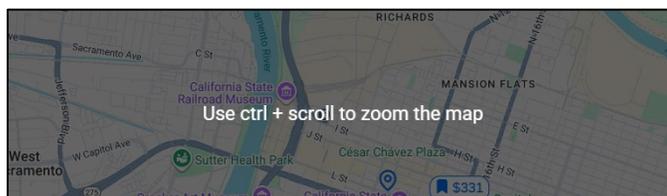
5.7.8 Map

The map is a helpful tool for viewing where the hotels are located and the nightly rate.



Click and drag your mouse on the map to see additional hotels nearby.

Use CTRL + scroll to zoom in or out on the map.



5.8 Choose a Hotel

5.8.1 Preferred or Most Preferred Status

To benefit from negotiated rates and amenities, state travelers should choose "Most Preferred" or "Preferred" hotels above all others.

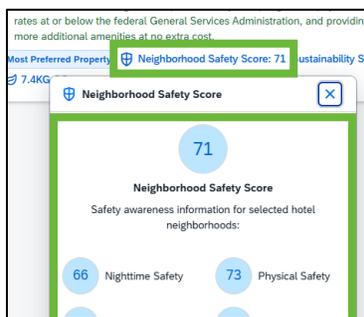


5.8.2 Neighborhood Safety Score

Each property will show a "Neighborhood Safety Score," which is calculated with 100 being the best and 1 being the worst.

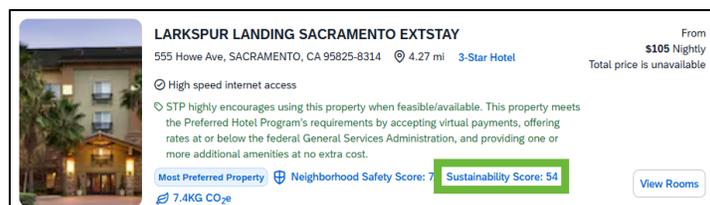


Click the "Neighborhood Safety Score" to see details about the property's safety rating.



5.8.3 Sustainability Score

Each property will show a "Sustainability Score," which is calculated with 100 being the best and 1 being the worst. This score is calculated based on several criteria including: reported carbon emissions, net-zero plans and specific sustainability initiatives implemented by the hotel, for example single-use plastic and LED lighting. The data for this score is provided by the hotel and is not verified by a third-party.



5.9 Choose a Hotel Room

Click "View Rooms" to see more information about the hotel and the rates/room types available.



LARKSPUR LANDING SACRAMENTO EXTSTAY

555 Howe Ave, SACRAMENTO, CA 95825-8314 📍 4.27 mi 3-Star Hotel

🔌 High speed internet access

📄 STP highly encourages using this property when feasible/available. This property meets the Preferred Hotel Program's requirements by accepting virtual payments, offering rates at or below the federal General Services Administration, and providing one or more additional amenities at no extra cost.

Most Preferred Property 🛡️ Neighborhood Safety Score: 71 🌱 Sustainability Score: 54

🌱 7.4KG CO₂e

From **\$105** Nightly

Total price is unavailable

View Rooms

5.9.1 Hotel overview

The hotel information appears at the top of the page. You can view pictures of the hotel, sustainability information, services, and amenities.

SAP Concur
🔔 🌐 SPN

Larkspur Landing Sacramento Extstay

Monday, April 20, 2026 - Wednesday, April 22, 2026 555 Howe Ave, SACRAMENTO, CA 95825-8314 3-Star Hotel

Most Preferred Property

Overview Rooms Policies Services and Amenities Currency: USD







+ 15 more

📄 STP highly encourages using this property when feasible/available. This property meets the Preferred Hotel Program's requirements by accepting virtual payments, offering rates at or below the federal General Services Administration, and providing one or more additional amenities at no extra cost.

Popular Property Services & Amenities

- 📶 High speed internet access

[View All](#)

🛡️ Neighborhood Safety Score: 70

🌱 Sustainability Score: 54 🌱 14.8KG CO₂e

5.9.2 Rooms

Below the hotel information, you can see the different rooms available.

To filter the rooms shown, click "All Filters."

🔼 All Filters

From **\$105** Nightly

\$105 Total

Excludes Taxes & Fees

[View Rate Details](#)

State Of Ca Negotiated Rate, Ada Roll In Shower Queen Bed Studio Full Kitchen Desk Smart TV Breakfast Laundry

🍳 Breakfast 🛏️ One queen bed

No deposit required Dishwasher
 Cancellation penalties apply

[Negotiated Rate](#) [View Cancellation Policy](#)

Select

You can choose to filter by bed type, breakfast provided, and rate type. This is not required, but it's a helpful tool to help you find a room that best meets your needs.

5.9.3 Policies

Below the room options, you can view additional hotel information and policies.

About This Property

Larkspur Landing Sacramento Extended Stay all-suite hotel is designed to take the stress out of travel while fostering both relaxation and productivity with the authentic feeling of home away from home. From the warm craftsman-style design to the genuine hospitality that fills our living-room-style lobbies Larkspur Landing hotels address the single most important need of the modern business traveler: to be comfortably productive.

General Total rooms : 0

Kitchenette

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5.9.4 Services and amenities

At the bottom of the page, you can view the services and amenities provided at the hotel.

Services & Amenities

Accessibility Elevators	Food and Beverage Continental breakfast	General Air conditioning	Safety Fire safety compliant
----------------------------	--	-----------------------------	---------------------------------

5.9.5 Cancellation policy

When reviewing rooms, please make sure to read the cancellation policy. Travelers are required to abide by hotel's cancellation policies.

State Of Ca Negotiated Rate, Ada Roll In Show

Breakfast One queen bed

No deposit required Dishwasher
 Cancellation penalties apply

[Negotiated Rate](#) [View Cancellation Policy](#)

5.9.6 Rate details

If booking multiple nights, there will be two different prices listed for each room:

- A. Nightly rate (base rate)
- B. Estimated total

A From **\$120** Nightly

B **\$239** Total

Excludes Taxes & Fees

[View Rate Details](#) >

[Select](#)

For executive branch agencies: Ensure the nightly rate is within the maximum lodging reimbursement rate. See section 3 of this document for more information.

5.9.7 Rate requirements

Do select a rate labeled as "State of CA Negotiated Rate."

State Of Ca Negotiated Rate, Ada Roll In Show

Breakfast One queen bed

No deposit required Dishwasher
 Cancellation penalties apply

[Negotiated Rate](#) [View Cancellation Policy](#)

HOW TO BOOK LODGING

Do **not** select any Federal or Government rates as those apply to federal employees only.

Government On Business ID Required At Check-In Include Breakfast Limit 2 Rooms Person F
Breakfast/Wi-Fi-Kitchen With/Micro/Fridge Spacious Living Room-HDTV-Sofabed-Work Area

☑ Breakfast ☑ One queen bed

☑ No deposit required ☑ Kitchen ☑ Microwave ☑ Refrigerator ☑ Seating area with sofa/chair
☑ Cancellation penalties apply

[Government Rate](#) [View Cancellation Policy](#)

Do **not** select any military rates, as those apply to active duty military personnel. If you are an active duty military personnel, you may select this rate if it is lower than the "State of CA Negotiated Rate" and aligns with your agency's internal policies. Be prepared to show active duty military identification upon check-in.

Military Family Rate Exclusive For Active Duty/Veterans/Retired Military. Us Or Canada Militar
Breakfast/Wi-Fi-Kitchen With/Micro/Fridge Spacious Living Room-HDTV-Sofabed-Work Area

☑ Breakfast ☑ One queen bed

☑ No deposit required ☑ Kitchen ☑ Microwave ☑ Refrigerator ☑ Seating area with sofa/chair
☑ Cancellation penalties apply

[Government Rate](#) [View Cancellation Policy](#)

When booking hotels through the Preferred Hotel Program (Most Preferred and Preferred properties), travelers should select rates labeled "CA Negotiated Rate" or "State of CA Negotiated Rate" whenever available. If there are no "State of CA Negotiated" rates available, select any rate with the "Negotiated Rate" label.

California Dgs Rt, Guest Room, 2 Queen

☑ Two queen beds

☑ No deposit required
☑ Cancellation policy details are available upon selection

[Negotiated Rate](#)

If you select an incorrect rate, you may be charged a higher rate upon check-in.

If you select an incorrect rate, your choice will be audited for compliance by your agency.

5.9.8 Not allowed warning

Certain rooms may be marked "Not Allowed" due to requiring a deposit or violating another agency policy.

Prepay Non-Refundable Non-Changeable, Prepay In, Full, No Changes, 1 Bedroom Suite, 1 King, Sofa Bed

☑ One king bed

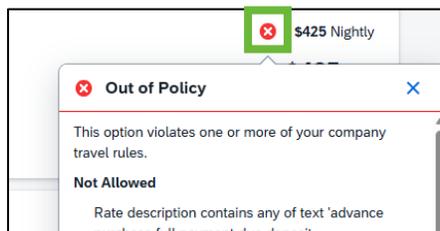
☑ Non-Refundable
☑ Prepayment needed

[View Cancellation Policy](#)

From **\$467** Nightly
\$467 Total
Excludes Taxes & Fees
[View Rate Details](#)

HOW TO BOOK LODGING

Click the red circle with an "x" to learn more about why the rate is blocked/not allowed.



Rooms/rates that require a deposit are marked "Not Allowed" in Concur as they violate state statute. See 'SAM 4117 Guide' for more information.

5.9.9 Select the room

To choose a room, click "Select" for the option desired.

State Of Ca Negotiated Rate, Ada Roll In Shower Queen Bed Studio Full Kitchen Desk Smart TV Breakfast Laundry

Breakfast One queen bed

No deposit required Dishwasher
Cancellation penalties apply

Negotiated Rate View Cancellation Policy

From \$105 Nightly
\$105 Total
Excludes Taxes & Fees
View Rate Details

Select

5.10 Review and Book Page

You are now on the "Review and Book" page.

SAP Concur

Review and Book

LARKSPUR LANDING SACRAMENTO EXTSTAY 3-Star Hotel
555 Howe Ave, SACRAMENTO, CA 95825-8314 Phone: 1-916-6461212
Most Preferred Property Sustainability Score: 54 7.4KG CO₂e

Rzacag: State Of Ca Negotiated Rate Include Breakfast Prkg WiFi Onsite Laundry 1 Queen Bed Studio Suite

1 Night

Booking Includes
One queen bed
Breakfast
Free cancellation until 2:00PM on March 7, 2026

Estimated Total Cost \$121.01

March 9, 2026 \$104.25
Taxes, fees and charges \$16.76

Payment
Form of Payment
Card ****

5.10.1 Hotel Information

Review the trip information.

SAP Concur

Review and Book

LARKSPUR LANDING SACRAMENTO EXTSTAY 3-Star Hotel
555 Howe Ave, SACRAMENTO, CA 95825-8314 Phone: 1-916-6461212
Most Preferred Property Sustainability Score: 54 7.4KG CO₂e

Rzacag: State Of Ca Negotiated Rate Include Breakfast Prkg WiFi Onsite Laundry 1 Queen Bed Studio Suite

1 Night

Booking Includes
One queen bed
Breakfast
Free cancellation until 2:00PM on March 7, 2026

Check-in Check-out
March 9, 2026 March 10, 2026

Per diem lodging limits
Mar 09 - Mar 10, \$150, Meals rate: \$81, Incidentals rate: \$5

Estimated Total Cost \$121.01

March 9, 2026 \$104.25
Taxes, fees and charges \$16.76

Payment
Form of Payment
Card ****

Add Payment Method Update Card

I have read and accept the rules & restrictions and policies.
Rules and Restrictions

5.10.2 Traveler Information

Review the traveler's information. You may be turned away if the name on your identification does not match your reservation.

- A. Verify the traveler's name is accurate and matches the photo identification the traveler will provide upon traveling.
- B. Verify the phone number, email, and frequent traveler account are correct, if applicable.
- C. To add a frequent traveler account, click "Add Frequent Traveler Account." In the pop-up, choose the brand/program and enter the account number. Click "Save" once all accounts have been added.
- D. To edit the traveler's information, click "Edit Information." This will take you to the traveler's profile to make any changes necessary. When done editing, click "Save" and the "Review and Book" page will load again.

Traveler Information
All information must match government issued ID from your profile.

Name on Reservation William Never A	Phone 11111111 B	Email @dgs.ca.gov
Frequent Traveler Account None B	C D	

Add Frequent Traveler Account
Edit Information

5.10.4 Provide hotel room preferences

Add any requests you may have for the room, such as extra pillows.

Room Preferences
Your requests will be forwarded to the hotel.

Special Requests 0/30
e. g. room away from elevator

Indicate any additional requests. Fulfillment is not guaranteed.

5.10.5 Estimated total cost

Review the price summary in the "Estimated Total Cost" section of the page.

Note: Taxes and other fees may not be included.

Review and Book Currency: USD

LARKSPUR LANDING SACRAMENTO EXTSTAY 3-Star Hotel
555 Howe Ave, SACRAMENTO, CA 95825-8314 Phone: 1-916-6461212
Most Preferred Property Sustainability Score: 54 7.4KG CO₂e

Rzacag: State Of Ca Negotiated Rate Include Breakfast Prkg WiFi Onsite Laundry 1 Queen Bed Studio Suite
1 Night

Booking Includes
 One queen bed
 Breakfast
 Free cancellation until 2:00PM on March 7, 2026.

Check-in **Check-out**
 March 9, 2026 March 10, 2026

Estimated Total Cost \$121.01

March 9, 2026	\$104.25
Taxes, fees and charges	\$16.76

Payment
Form of Payment *
Card ***

[Add Payment Method](#) [Update Card](#)

I have read and accept the [terms & restrictions and policies](#) *

5.10.6 Select a method of payment

Under “Form of Payment,” you will choose a card to reserve the hotel room.

Review and Book Currency: USD

LARKSPUR LANDING SACRAMENTO EXTSTAY 3-Star Hotel
 555 Howe Ave, SACRAMENTO, CA 95825-8314 Phone: 1-916-6461212
 Most Preferred Property Sustainability Score: 54 7.4KG CO₂e

Rzacak: State Of Ca Negotiated Rate Include Breakfast Prkg WiFi Onsite Laundry 1 Queen Bed Studio Suite
 1 Night

Booking Includes
 One queen bed
 Breakfast
 Free cancellation until 2:00PM on March 7, 2026.

Check-in **Check-out**
 March 9, 2026 March 10, 2026

Estimated Total Cost **\$121.01**

March 9, 2026 \$104.25
 Taxes, fees and charges \$16.76

Payment
 Form of Payment *
 Card ****
 Add Payment Method Update Card

5.10.6.1 Virtual Card

If your agency participates in the Virtual Card Program for hotels, it will be noted as, “Virtual Payment” under “Form of Payment.” See the [Virtual Payment Resources page](#) for more information.

Payment

Form of Payment *

Select a payment

Accepted for Booking

Virtual Payment for Hotels

Card **** - 12/20

5.10.6.2 Personal Card

If your agency does not participate in the Virtual Card Program, a personal credit card must be added to the profile in Concur. Reach out to your agency Travel Coordinator(s) for internal reimbursement processes.

Use the drop-down menu to select the correct card.

Payment

Form of Payment *

Select a payment

Accepted for Booking

Virtual Payment for Hotels

Card **** - 12/20

5.10.6.3 Add Payment Method

To add a payment method, click “Add Payment Method.”

In the pop-up that appears, complete the fields required. Enter the card information by typing required information and using the drop-down menus.

Since airfare, rail tickets, and car rentals are directly billed to your agency, you only need to check “Hotel Reservations” under the “Use this card as the default for” section.

Enter the billing address for the credit card.

Once the credit card's information is added, click "Save."

Add a Credit Card * Required

Enter the appropriate information for the credit card you'd like to use below. Use the "Display Name" field to label the card so you can easily identify and select it when using features that require a credit card transaction.

Display Name (e.g., My Corporate Card) * Your name as it appears on this card *

Card Type * Credit Card Number * Expiration Date *

Use this card as the default card for:

Plane Tickets Rail Tickets Car Rentals Hotel Reservations

Billing Address

Enter the billing address for this credit card below. If this is a personal credit card, the billing address will typically be your home address. If it's a company card, the billing address might be your company address. The billing address must be the address where the bills for this card are currently delivered, not where you would prefer they be delivered. This information is used to verify your identity during credit card transactions. Your credit card may be declined if your billing address is inaccurate. Billing Addresses longer than 30 characters may cause certain Airlines (Direct Connects and Web Bookings) to decline your credit card. Please abbreviate long addresses if possible.

Street *

City * State * Zip/Postal Code *

Country/Region *

Important: Card information will not be saved if the number provided is invalid.



5.10.7.4 Update Card

To update a card that has already been added to your Concur profile, click "Update Card."

Payment

Form of Payment *

HOW TO BOOK LODGING

A pop-up will appear. As noted along the top of the pop-up, you will not have access to the full card number for security purposes. Edit the necessary information. See section 5.10.6.3 of this document for detailed instructions. Once you've edited the credit card, click "Save."

Edit Credit Card * Required

! For security, your credit card number is not displayed. If you think your credit card number is wrong, delete this credit card record and insert a new one with the correct information.

Edit your credit card information as necessary and click **Save** when finished.

Display Name (e.g., My Corporate Card) * Your name as it appears on this card * VISA

Card Type Credit Card Number Expiration Date * /

Use this card as the default card for:

Plane Tickets Rail Tickets Car Rentals Hotel Reservations

Billing Address
The billing address must be the address where the bills for this card are currently delivered, not where you would prefer they be delivered. This information is used to verify your identity during credit card transactions. Your credit card may be declined if your billing address is inaccurate.
Billing Addresses longer than 30 characters may cause certain Airlines (Direct Connects and Web Bookings) to decline your credit card. Please abbreviate long addresses if possible.

Street * Use this address

City * State * Zip/Postal Code *

Country/Region *

5.10.7 Accept rules, restrictions, and policies

Review the "Rules and Restrictions" for the hotel. Travelers are bound by the cancellation policies set by the hotel and must understand and agree to the cancellation policy before booking.

If you agree, click "I have read and accept..."

Estimated Total Cost ? **\$121.01**

March 9, 2026 \$104.25

Taxes, fees and charges ▼ \$16.76

Payment

Form of Payment *

[Add Payment Method](#) [Update Card](#)

I have read and accept the rules & restrictions and policies.*

[Rules and Restrictions](#)

[Change Selection](#)

5.10.8 Book and Continue

If you are ready to book, click “Book and Continue.”

Estimated Total Cost ?	\$121.01
March 9, 2026	\$104.25
Taxes, fees and charges ▼	\$16.76
Payment	
Form of Payment *	
Card •••• ▼	
Add Payment Method Update Card	
<input type="checkbox"/> I have read and accept the rules & restrictions and policies.*	
Rules and Restrictions	
Book and Continue	
Change Selection	

Important: If you chose virtual payment as your form of payment, once you click “Reserve Hotel and Continue” the virtual card will be deployed to the hotel, whether the booking is completed or not. Please see [Virtual Payment and Virtual Card Number Resources](#) for more information.

You have not finished booking the trip!

5.11 Finalize Page

You are now on the “Finalize” page.

Finalize		<small>* Required field</small>
Trip Overview March 9, 2026 - March 10, 2026 Trip Name * 17/50 <input type="text" value="Trip - Sacramento"/> Description 0/250 <input type="text"/> Traveler BETA TESTER		Estimated Total Cost ? \$242.02 Hotel ▼ \$242.02 Rates are quoted in USD. ⓘ Original cost, refund, or penalty for canceled or changed bookings are not displayed. Finalize Trip Cancel Trip
🏠 LARKSPUR LANDING SACRAMENTO EXTSTAY, SACRAMENTO Monday, March 9, 2026 - Tuesday, March 10, 2026 Confirmed ▼ Property Confirmation: Provider Confirmation:		Would you like to book anything else? <input type="button" value="Add Hotel"/> <input type="button" value="Add Rental Car"/>
🏠 LARKSPUR LANDING SACRAMENTO EXTSTAY, SACRAMENTO Monday, March 9, 2026 - Tuesday, March 10, 2026 Confirmed ▼		

5.11.1 Trip Overview

For "Trip Name," give it a name that will be easy to identify in your Trip Library. Under "Trip Description," you can add more details about what the trip is for.

Trip Overview
March 9, 2026 - March 10, 2026

Trip Name * 17/50
Trip - Sacramento

Description 0/250

Review the traveler's name and hotel information. Click the drop-down arrows to see details.

Traveler
BETA TESTER

LARKSPUR LANDING SACRAMENTO EXTSTAY, SACRAMENTO
Monday, March 9, 2026 - Tuesday, March 10, 2026 Confirmed

LARKSPUR LANDING SACRAMENTO EXTSTAY, SACRAMENTO
Monday, March 9, 2026 - Tuesday, March 10, 2026 Confirmed

5.11.2 Additional Information

Under "Additional Information," respond to the questions. The questions that appear may be different, depending on your agency's required information.

Additional Information

Your company has requested a few more details about this booking.

I agree to the Terms of Use and have read and will comply with State of CA travel and expense policy *

No option selected

Why was no hotel reserved? *

Important: All items with a red asterisk are EXTENDED fields and must be entered to book the travel.

5.11.3 Would you like to book anything else?

You can add a rental car or hotel to the trip on this page. Look for the car and bed icons under the estimated cost information. See the videos and/or guides 'How to Book Lodging' and/or 'How to Book a Rental Car' for more information.

Finalize

Trip Overview
March 9, 2026 - March 10, 2026

Trip Name * 17/50
Trip - Sacramento

Description 0/250

Traveler
BETA TESTER

LARKSPUR LANDING SACRAMENTO EXTSTAY, SACRAMENTO
Monday, March 9, 2026 - Tuesday, March 10, 2026 Confirmed

LARKSPUR LANDING SACRAMENTO EXTSTAY, SACRAMENTO
Monday, March 9, 2026 - Tuesday, March 10, 2026 Confirmed

Estimated Total Cost @ \$242.02

Hotel \$242.02

Rates are quoted in USD.

Original cost, refund, or penalty for canceled or changed bookings are not displayed.

Finalize Trip

Cancel Trip

Would you like to book anything else?

Add Hotel Add Rental Car

5.11.4 Finalize Trip

If all is correct, click "Finalize Trip." If you would like to cancel or are not yet ready to book, click "Cancel Trip."

Estimated Total Cost <small>?</small>	\$242.02
Hotel <small>▼</small>	\$242.02
<small>Rates are quoted in USD.</small>	
<small>i Original cost, refund, or penalty for canceled or changed bookings are not displayed.</small>	
Finalize Trip	
Cancel Trip	

You have not finished booking the trip!

5.12 Trip Confirmed Page

Note: Your travel is not booked until you have reached this page!

This page notifies you the trip has been booked. To see the trip information, click "View Trip Overview." Click "Back to Homepage" to return to Concur's homepage.

Trip Confirmed	
An email confirmation will be sent to BETA TESTER	
Back to Homepage	View Trip Overview
Traveler	BETA TESTER
Trip Name	Trip - Sacramento
Date	March 9, 2026 - March 10, 2026

Note: Your travel manager may have to approve the trip. If your agency has automated approvals turned on, please see the guide 'Passive and Hard Stop Approval Information' for more information.

6. Booking a Hotel Within a Multi-Component Trip

All multi-component travel is booked in the same order – air or train, rental car, then hotel. Complete all steps of booking air, train and/or rental car. Please see the videos and/or guides 'How to Book Air,' 'How to Book a Train,' and/or 'How to Book a Rental Car' for more information.

After clicking “Add Hotel” on the “Finalize” page, a pop-up will appear.

Add to Your Trip

Hotel Search

Please select the date and destination from your trip to which you would like to add a booking.

Upcoming Reservations
Flight: Los Angeles International Airport, 05/11/2026

Destination *
Los Angeles

Dates *
05/11/2026 - 05/13/2026

Distance *
5 mi

Search Close

Would you like to book anything else?

Add Hotel Add Rental Car

Use the drop-down menu to select the travel segment for which you would like to add the hotel.

Add to Your Trip

Hotel Search

Please select the date and destination from your trip to which you would like to add a booking.

Upcoming Reservations
Flight: Los Angeles International Airport, 05/11/2026

The location and check-in/check-out dates will default to your flight or train schedule and location. Remember to change this if necessary.

Add to Your Trip

Hotel Search

Please select the date and destination from your trip to which you would like to add a booking.

Upcoming Reservations
Flight: Los Angeles International Airport, 05/11/2026

Destination *
Los Angeles

Dates *
05/11/2026 - 05/13/2026

Click "Search."

Add to Your Trip

Hotel Search

Please select the date and destination from your trip to which you would like to add a booking.

Upcoming Reservations

Flight: Los Angeles International Airport, 05/11/2026

Destination *

Los Angeles

Dates *

05/11/2026 - 05/13/2026

Distance *

5 mi

[Search](#) [Close](#)

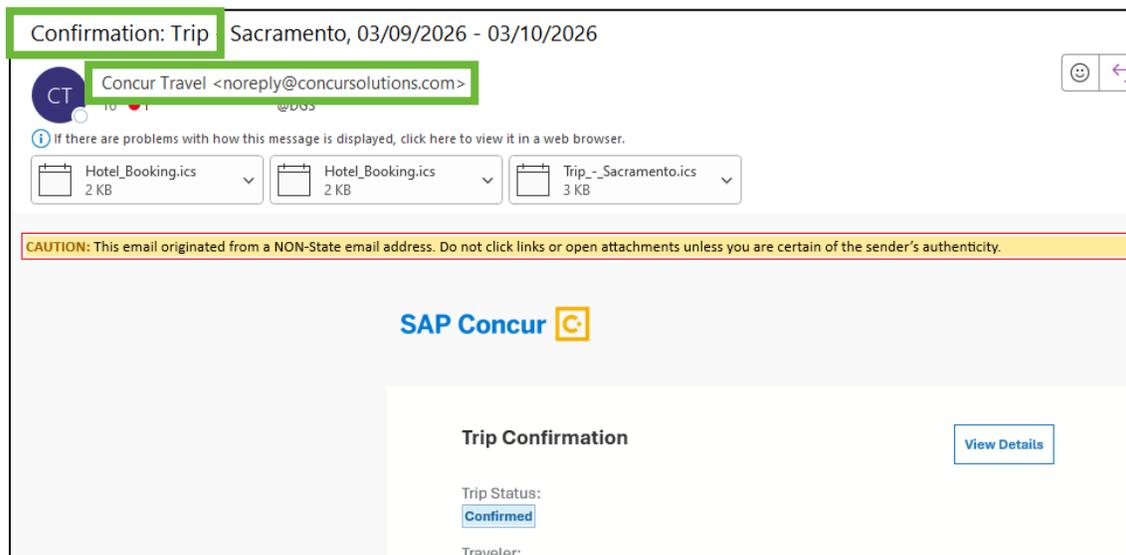
Complete the reservation by following the instructions within section 5 of this document.

7. Itinerary

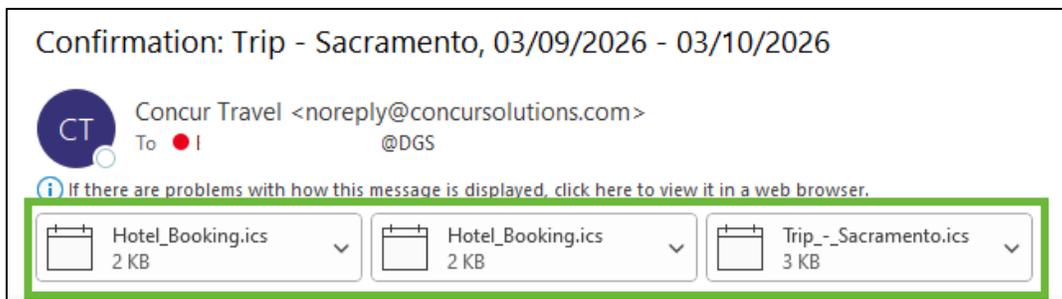
There are a few ways you can find the itinerary.

7.1 Confirmation Email

You will receive a confirmation email from Concur noting that the trip has been booked. Keep this email for your records.



The email will include calendar attachments to easily add the hotel information to your calendar.

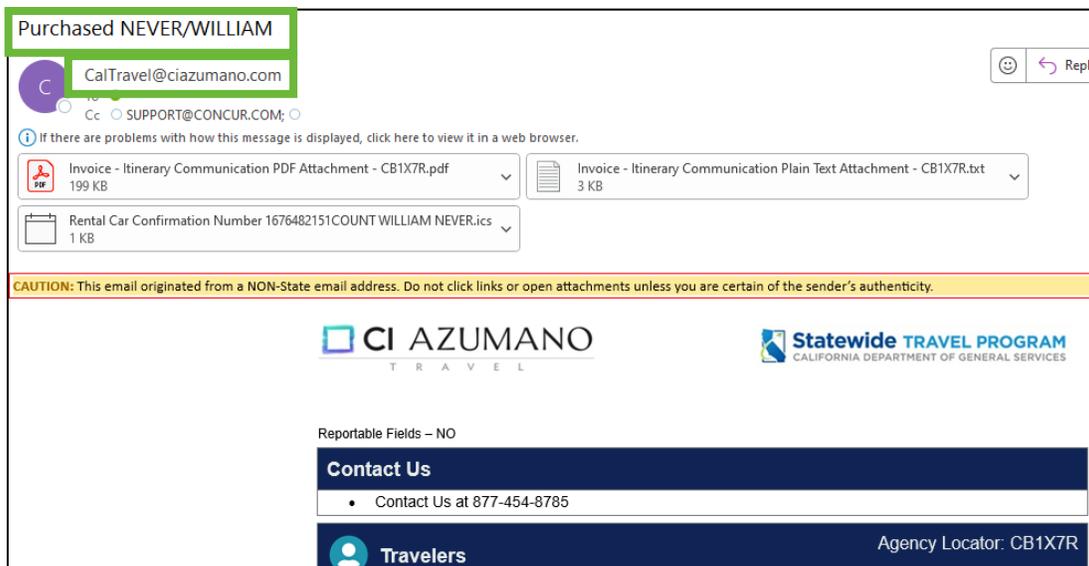


Within the email, you can see the Record Locator and a link to open the trip within Concur.

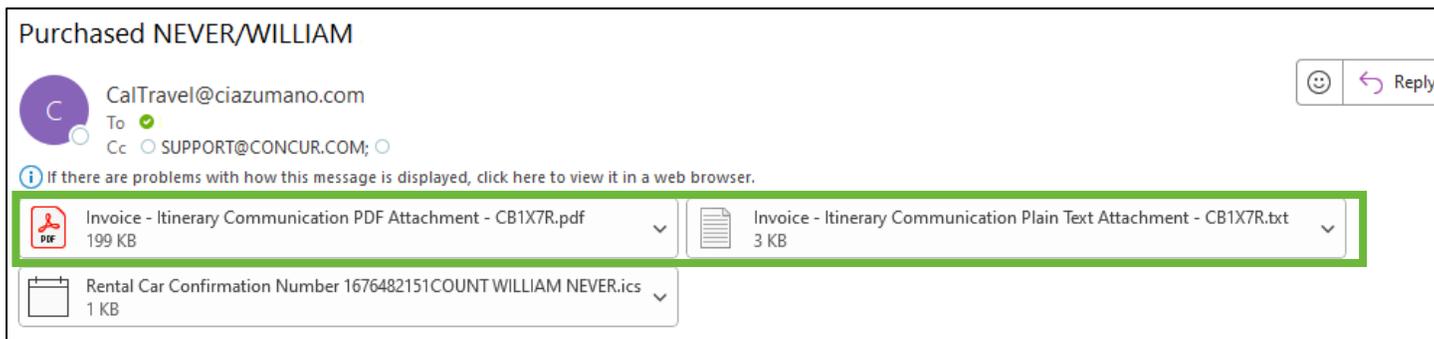


7.2 Purchased Email

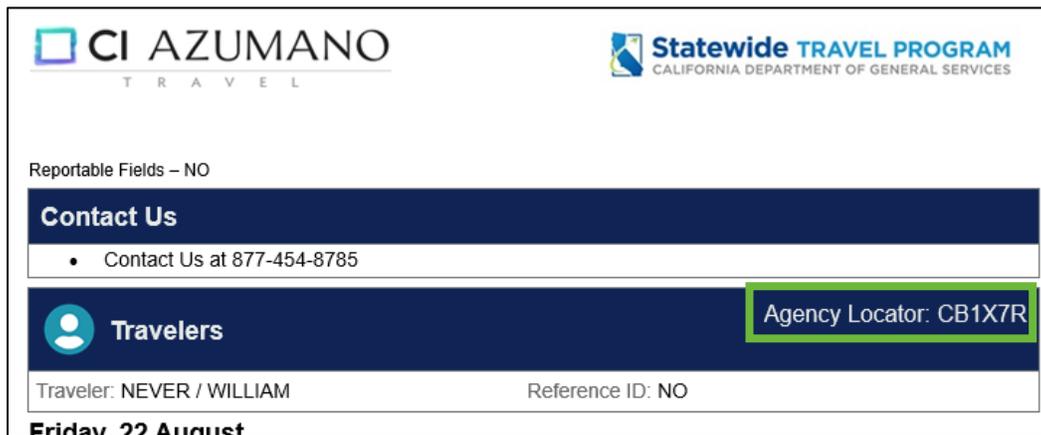
You will receive an invoice email from CI Azumano noting that the trip has been booked and paid. Keep this email for your records.



The email will include a PDF and text version of the itinerary.

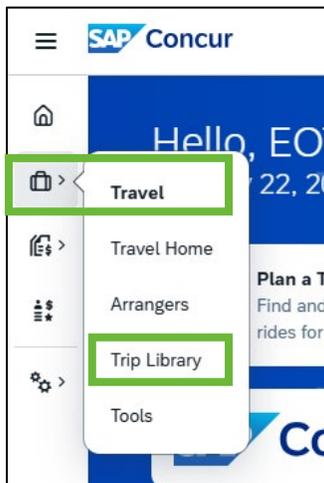


Within the email, you can see the Record Locator and a link to open the trip within Concur.



7.3 Trip Library

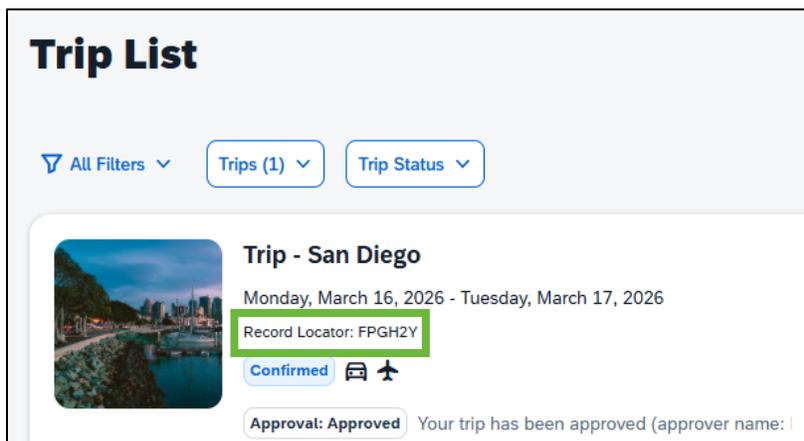
You can also find trip information via the "Upcoming Trips" section in Concur. Log into Concur and click "Travel," "Trip Library."



Your "Trip List" will open. From here, you can click "View Trip Details" to view, edit or cancel the trip. See the videos and/or guides 'How to Add to An Existing Itinerary,' 'How to Change a Booking,' and/or 'How to Cancel a Booking' for more information.

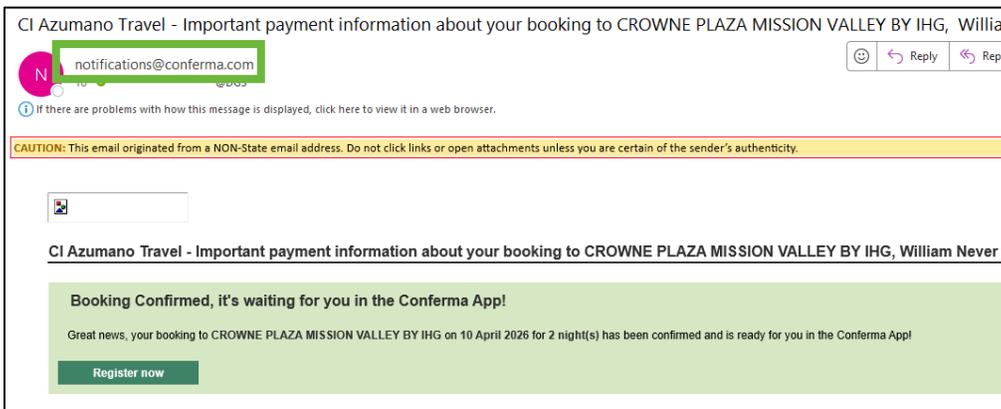


The trip's Record Locator can be found under the travel dates.



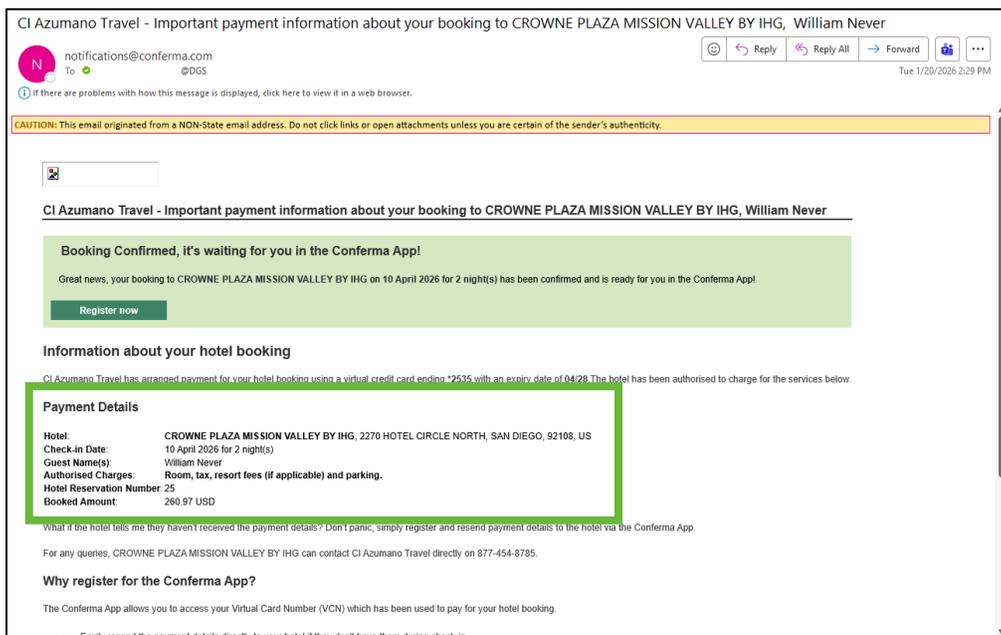
7.4 Conferma Email

If the hotel participates in the Preferred Hotel Program, you will receive an email from Conferma after booking the hotel.



Conferma is the app used by the state to manage virtual cards. Please see the guide 'Conferma Quick Guide for Travelers' and/or the [Virtual Payment Resources](#) page for more information.

This email notifies you that a virtual card has been deployed to the hotel, as well as the booking information. You will not have access to the full credit card number.



If you have not yet registered for the Conferma app, the email will show you a note with a link to register.

CI Azumano Travel - Important payment information about your booking to CROWNE PLAZA MISSION VALLEY BY IHG, William Never

Booking Confirmed, it's waiting for you in the Conferma App!

Great news, your booking to CROWNE PLAZA MISSION VALLEY BY IHG on 10 April 2026 for 2 night(s) has been confirmed and is ready for you in the Conferma App!

[Register now](#)

Information about your hotel booking

CI Azumano Travel has arranged payment for your hotel booking using a virtual credit card ending *2535 with an expiry date of 04/28. The hotel has been authorised to charge for the services below.

Payment Details

Hotel:	CROWNE PLAZA MISSION VALLEY BY IHG, 2270 HOTEL CIRCLE NORTH, SAN DIEGO, 92108, US
Check-in Date:	10 April 2026 for 2 night(s)
Guest Name(s):	William Never
Authorised Charges:	Room, tax, resort fees (if applicable) and parking.
Hotel Reservation Number:	25
Booked Amount:	260.97 USD

What if the hotel tells me they haven't received the payment details? Don't panic, simply register and resend payment details to the hotel via the Conferma App.

For any queries, CROWNE PLAZA MISSION VALLEY BY IHG can contact CI Azumano Travel directly on 877-454-8785.

Why register for the Conferma App?

The Conferma App allows you to access your Virtual Card Number (VCN) which has been used to pay for your hotel booking.

• Easily resend the payment details directly to your hotel if they don't have them during check-in.

It is not a requirement to register for and download the Conferma app to use the virtual payments. The benefits of using the Conferma app as a traveler are:

- Easily resend the payment details directly to your hotel
- Access your hotel reservations that were booked using virtual cards
- At check-out, capture and save a picture of your hotel invoice for your company to review

If you choose not to use the Conferma app, you must contact CI Azumano Travel via email or telephone for any questions or issues that arise.

8. Checking Into the Hotel

When checking into the hotel, the following identification types are recommended to have with you:

- Driver's License
- Credit card for deposit/incidentals
- Employee ID/Badge
- Copy of Concur/CI Azumano itinerary (physical or electronic)

If your agency uses Virtual Payments, please reference the Virtual Card Number check-in instructions, which can be found on the [Virtual Card Payment Resources Page](#).

If you encounter any issues, please reach out to CI Azumano at 1 (877) 454-8785 and/or your agency Travel Coordinator(s).

9. Additional Resources

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

9.1 CI Azumano

Email: CalTravel@ciazumano.com

Travel Agents: (877) 454-8785 (use only if trip is in progress)

- [CI Azumano Travel Tools and Resources](#)
- [CI Azumano Webpage](#)
- [Concur Login Page](#)

9.2 Statewide Travel Program

Email: StatewideTravelProgram@dgs.ca.gov

- [Lodging Resources for State Travel](#)
- [Virtual Card Payment Resources Page](#)

Find the following videos and guides on the [Statewide Travel Program Training Resources Page](#):

- Conferma Quick Guide for Travelers
- How to Add to An Existing Itinerary
- How to Book a Rental Car
- How to Book a Train
- How to Book Air
- How to Cancel a Booking
- How to Change a Booking
- How to Log into Concur
- How to Set up a Profile in Concur
- Lodging 101
- Concur Pre-Trip Approval Guide
- Virtual Card 101