

CENTRAL TRAVEL SYSTEM (CTS) HOTEL RESERVATION FORM

The CTS hotel program allows select hotels in Davis and Sacramento to charge lodging expenses directly to the University using their own CTS card. Charges are then imported into AggieTravel for the department to reconcile. The CTS program offers a direct billing option for guests, and those without a Travel card, who are conducting official university business. Participating hotels are found at www.travel.ucdavis.edu.

To Make Individual or Group (Travel or Entertainment) Lodging Reservations

1. Contact hotel to confirm availability
2. Complete the CTS Hotel Reservation Form (instructions below).
 - o Individual travel: complete and submit to the hotel by email.
 - o Group/Entertainment travel, *attach a list of travelers* to the completed CTS hotel Reservation Form and submit to the hotel by email.
3. The hotel will email a reservation confirmation to the arranger, typically within 24 hours.

NOTE: Entertainment travel applies when hosting a group of travelers at UC Davis.

To Make Event Reservations

The CTS hotel program should not be used for entertainment room rentals. Please contact the hotel directly and make entertainment room rentals using your Travel card. The CTS hotel program is only for lodging reservations.

CTS Form Instructions

1. Reservation Information (select the appropriate check box).

Individual - Enter the trip name, traveler's name and 9-digit AggieTravel ID number.

Group/Entertainment - Enter the group/event name, coordinator's name, and the coordinator's 9-digit AggieTravel ID number **and** attach a list of traveler names for room reservations.

2. Hotel Information

- Select the participating CTS hotel from the drop down menu
- Enter the preferred room type, number of nights, number of rooms and check in/out dates

3. Department Contact Information

- Enter the campus department arranger's name, phone, email and the name of the department
- Enter a 4-digit billing ID

4. Department Head or Fiscal Officer Approval

- Enter the name and title of the approver
- Obtain approver's signature

If an incorrect Traveler ID is used or if the hotel supplies an incorrect ID on the billing feed, the transaction will not import and may require manual revision by the UC Davis Banking Card team. If the transaction does not import into AggieTravel within two weeks from date of departure, verify a valid Billing ID is entered in the traveler's AggieTravel profile, then contact travelhelp@ucdavis.edu for assistance.

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CTS Payment Authorization	
All expenses charged to CTS cards will be imported into the AggieTravel profile associated with the 9-Digit Traveler ID provided below. All CTS expenses must be reconciled in AggieTravel within 60 days.	
[* = Required]	
*1. Reservation Information	
Individual Travel	Trip Name:
Traveler's Name:	Traveler's 9-Digit AggieTravel ID:
Group/Entertainment Travel	Group/Event Name:
Coordinator's Name:	Coordinator's 9-Digit AggieTravel ID:
<i>Attach a list of traveler names</i>	
*2. Hotel Information Select hotel below. Contact information will auto fill.	
Preferred Room Type:	
Number of Rooms:	Number of Nights:
Check-In Date:	Check-Out Date:
*3. Department Contact Information	
Arranger's Name:	Arranger's Phone:
Arranger's Department:	Arranger's Email:
4-digit Billing ID:	Arranger's 9-Digit AggieTravel ID:
*4. Department Head or Fiscal Officer Approval	
Printed Name	Title
Signature	
Date Signed	
5. FOR HOTEL USE ONLY	
Folio #:	
<i>Hotel is to retain this form to use for billing and auditing purposes</i>	