

The Preferred Booking Program (PBP) provides direct billed, local lodging for university guest travelers.

Only room, taxes and fees can be direct billed. All additional charges, including parking, upgrades, and incidentals, need to be paid directly by the guest, to the hotel, with a physical credit card.

PBP transactions are imported into the AggieExpense profile associated with the **Traveler ID provided below**.

All expenses MUST be reconciled within 60 days.

**Individual Reservations**

Traveler's AggieExpense ID:	Traveler's Name:	Traveler's Phone Number:
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**Group Reservations**

Coordinator's AggieExpense ID:	Coordinator's Name:	Number of Guests:
Group/Event Name:		Guest List Attached

**Department Contact -- COMPLETE ALL FIELDS FOR EACH RESERVATION --**

Coordinator's AggieExpense ID:	Coordinator's Name:	Department:
Coordinator's Email:		Chart of Accounts (COA) or PPM Project Number:

**Reservation Information**

Check-in Date:	Check-out Date:	Number of Rooms:
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**Local PBP Partners**

**Davis:**

Aggie Inn  
Hilton Garden Inn  
Hyatt House  
Hyatt Place  
Palm Court Hotel  
Residence Inn Davis  
University Park Inn & Suites  
University Lodge  
The Vine Inn Davis

**Sacramento:**

Courtyard by Marriott  
Hampton Inn & Suites  
by Hilton at CSUS  
Residence Inn;  
Sacramento Downtown  
at Capitol Park

**Department Head or Financial Department Approval**

Printed Name:	Title:
Electronic Signature:	Date Signed:
<p style="text-align: center;">For Hotel Use Only</p> <p>Folio #: Hotel to retain copy for billing purposes.</p>	