


Submitting a Lodging Request

CA Health Corps provides lodging if you are travelling 50+ miles to a facility and have signed up for 3 or more shifts at one facility. **Do NOT book your own lodging arrangements. We will not be able to reimburse you.**

1. **Sign up** for your shifts (3 minimum).
2. **Send the following information to cahealthcorps@emsa.ca.gov**
 - Your name
 - The facility you are working at
 - When you would like to check in and check out
 - Any additional notes or requests, if necessary

Please see the example below:

To	 CAHealthCorps X
Cc	
Bcc	
Lodging Request	
Hello,	
I would like to book a hotel near [name of facility].	
Check-in: 8/17	
Check-out: 8/26	
Notes:	
Thank you, [Your Name]	

3. After confirming shifts in your Portal and sending an email to CA Health Corps with your travel information, CA Health Corps will then send your request to our travel agency. Once the travel agency books your hotel, **we will send you an email** with the following attachments:
 - Hotel booking confirmation
 - Travel Letter for proof of health care worker status

4. When you check in at the hotel, **show them your booking confirmation** and, if requested, the CA Health Corps Travel Letter.
5. If you need to **CANCEL** your booking, please email cahealthcorps@emsa.ca.gov

Please email cahealthcorps@emsa.ca.gov if you have any additional questions.