

## Choose the Right Hotel for Your Trip

Egencia gives you unmatched access to thousands of hotel options to help you find convenient, low cost and in-policy accommodations. **Use this guide to find the right hotel for your needs.**

Rate Description	Loyalty Points	Hotel Amenities	Payment	Receipt	Cancellation Window
<b>A Company Negotiated Rates</b> Our company has secured these rates directly with hotels.	Eligible	Sometimes included with rate - confirm with hotel at check-in.	Card presented at the hotel to be charged.  <i>Hotel will charge card at check-out.</i>	Room, tax and incidental receipt provided by hotel.	Usually 24 hours prior to check-in. Charges vary by hotel.
<b>B Egencia Preferred Rate (EPR)</b> Egencia has secured these rates directly with hotels. These rate types are designed to meet the needs of the <i>business travelers.</i>	Eligible - Confirm loyalty number upon check-in.	Extras are often included with rate and will be shown on the Egencia Itinerary.	Card used to make reservation to be charged.  <i>Egencia will charge card on morning of check-in.</i>  *Can be billed to a company card.	Room and tax receipt available on Egencia under <b>Traveler Tools &gt; Receipt.</b>	90% of hotels allow cancellation until check-in time; 10% require 24 hour notice. Charges are no greater than one night's stay and tax.
<b>C Expedia Special Rate (ESR)</b> Rates found on Expedia.com; great for last minute reservations.	Not Eligible	Sometimes included with rate and will be shown on the Egencia Itinerary.	Card used to make reservation to be charged.  <i>Egencia will charge card on morning of check-in.</i>  *Can be billed to a company card.	Room and tax receipt available on Egencia under <b>Traveler Tools &gt; Receipt.</b>	Advance notice of 24-72 hours prior to check-in typically required. Charges vary from one night stay to full balance.
<b>D Published/Rack Rate</b> Publicly available rates.	Eligible	No	Card presented at the hotel to be charged.  <i>Hotel will charge card at check-out.</i>	Room, tax and incidental receipt provided by hotel.	Advance notice of 24-72 hours prior to check-in typically required. Charges vary from one night stay to full balance.

\* Check with your Travel Manager.

Please reference specific rules & restrictions when booking.