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AN EXPEDIA, INC. COMPANY

Capgemini
CONSULTING.TECHNOLOGY.OUTSOURCING

Delivering the Right Hotel Options for Capgemini

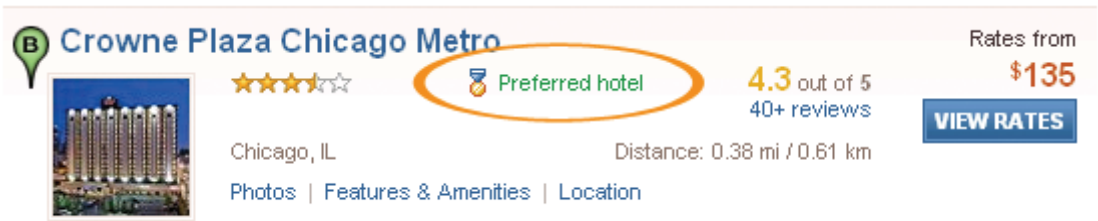
Booking business travel through Egencia is easy but with four different types of hotels, it's also easy to get confused. Here is a quick guide to help you select the best hotel option for your next business trip.

Capgemini Preferred Hotels

Capgemini has secured special rates with a number of preferred hotels. These negotiated rates should be selected whenever possible.

- Travelers **earn loyalty points** in their frequent stay program
- **Normal hotel cancellation** policies apply
- The traveler is **charged on the day of check-out**
- Travelers will **receive a hotel receipt directly** from the hotel

Capgemini Preferred hotels are identified by a gold medal and the words "preferred hotel" in green within the search results.



Understanding Egencia's different rate types

Egencia's hotel rates are a great supplement to the Capgemini negotiated rate program. When a Capgemini negotiated rate is not available, leverage Egencia's hotel options to find convenient, low cost accommodations wherever you need to travel. These rates are displayed by clicking the View Rates button within the search results.

EPRs: Greater business traveler flexibility

Egencia™ Preferred Rates (EPRs) were designed to meet the needs of the business traveler and deliver the flexibility, amenities and savings that business travelers need, and the extras they've come to expect such as complimentary parking, Internet connections and breakfast. With no Egencia cancellation fees*, EPRs are an ideal choice for business travel that may change at a moment's notice.

- Travelers **earn loyalty points** in their frequent stay program
- **No Egencia cancel fee,** hotel cancellation policies apply
- Charge inside hotel's cancellation window - no greater than **one night stay** and tax
- The traveler is **charged on the day of check-in**
- Travelers **receipt available on Egencia**

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ESRs: Centralized billing benefits and broad hotel availability

Expedia® Special Rates (ESRs) are a great option for last minute hotel booking as the space is held for Egencia customers and is not available for general public booking.

- Typically not eligible for **loyalty points**
- **No Egencia cancel fee,** hotel cancellation policies apply
- Charge inside hotel's cancellation window - in some cases **full balance**
- Both **room and tax are prepaid** in advance of stay
- The traveler is **charged on the day of check-in**
- Travelers **receipt available on Egencia**

Published Rates: Maximum hotel availability

Published Rates or Rack Rates are the standard rates offered by hotels and are most often displayed when clicking "View More Rooms and Rates".

Egencia Hotel Programs

	Egencia Preferred Rate (EPR)	Expedia Special Rate (ESR)	Published/ Rack Rate
Payment	Credit card charged the morning of check-in	Credit card charged the morning of check-in	Credit card charged at check-out
Egencia cancel/change penalty*	No charges or penalties	No charges or penalties	No charges or penalties
Hotel cancellation window to avoid charge	90% allow cancellation until check-in 10% require 24 hours	24-72 hours prior to check-in	Usually 24 hours prior to check-in
Cancellation charge before check-in within hotel cancellation window	No greater than one night's stay and tax	In some cases full balance	Varies by hotel
Commitment to honor room requests (non-smoking room, desired location in hotel, etc.)	Yes	No	No
Negotiated amenities and perks	More (complimentary Internet, parking and breakfast)	Less	No
Loyalty points eligible	Yes	No	Yes
Purchase restrictions (length of stay, day of arrival, booking window)	No	Sometimes	No

*Egencia does not assess a cancellation fee in these instances, but hotel cancellation fees may still apply.

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