



Efficient processes.  
Less administration.

Virtual Cards: Accepted!

## How to use virtual cards for booking

Virtual cards can either be *generated automatically* during the booking process in the booking system or *manually* on a computer or smartphone.

For *prepaid services* such as flight or rail tickets, you simply generate a virtual card via your issuer and use the card number displayed for payment. The transaction will be displayed on the next statement sent to your company with the captured reference data and the virtual card number.

The process can be slightly different for booking accommodation and car rentals. For example, when booking an accommodation, the virtual card number is used for guarantee purposes only. *Payment* is made *at check-out*.

### Booking

If the card is generated automatically by the booking system, the displayed card number will automatically be used to make the reservation. In the case of a virtual card being generated manually, the displayed card number can easily be entered in the requested field in the booking process.

### Check-in/Check-Out

The traveler can simply ask the reception staff to use the *card on file* provided during the booking process for payment. This is the same virtual card number used to guarantee the booking.

Hotel staff can simply enter the card number provided into their card terminal and take payment or it may be already stored in the hotel's system. Travelers using mobile apps for their virtual cards can show the virtual card on their mobile device at the hotel reception and use it for payment.

To be on the safe side, you can use a credit card authorization form to confirm your booking including payment details. There is a template available at [www.virtualcards-accepted.com](http://www.virtualcards-accepted.com).

powered by



[www.virtualcards-accepted.com](http://www.virtualcards-accepted.com)