



**Excellent service.  
In every aspect.**

**Virtual Cards: Accepted!**

## **Credit Card Authorization Form – Everything you need to know.**

### **What is a credit card authorization form?**

A credit card authorization form is a legal document, signed by a cardholder, that grants a merchant permission to charge their credit card for a fixed amount indefinitely.

### **Why would you need it?**

Every company has its own processes when it comes to travel bookings. Some work with travel management companies, some do all travel management in-house. Booking and payment can also differ.

With some booking engines you can benefit from a fully automated booking and payment process. Often virtual cards are used as a means of payment in such processes due to their single-use characteristic and the possibility to set a limit or expiry date. A booking confirmation including payment instructions is often part of the process and automatically sent to the hotel.

But if not, there is the option of using a credit card authorization form to confirm the usage of a credit card.

If you need such a form for your processes, send it to your business travelers upfront to ensure a smooth check-out.

We have prepared a template attached which can be used for your purposes.

### **How to handle it?**

1. Send the form to your business travelers before arrival
2. Use the credit card information from the form for settling expenses
3. There is an alternative payment method required for charges which are not mentioned on the credit card authorization form

powered by



# Credit Card Authorization Form

This document is confidential. If you are not the intended recipient, please notify us immediately. You should not copy or use details in this document for any other purpose, or disclose its content to any other persons.

To:  Re:   
From:  Fax No:   
Tel No:  E-mail:

## For the attention of front office staff and management

Company/Travel Agency/Booking Agency: \_\_\_\_\_

would like to confirm the hotel booking made for the following client:

Hotel Guest:  Company:   
Check-In Date:  Check-Out Date:   
Booking Reference:

## Accommodation fees are to be charged against the following credit card number:

Credit card number:  Expiry date:

As there is no physical card, travelers are not required to present a credit card for payment upon check-in or check-out.

Fees to include:  room only  room and breakfast only  local taxes (e.g. city tax)  
 parking  all charges  Other:

Any additional charges incurred by the traveler will be settled by the traveler personally.

The traveler is not required to show a plastic card; therefore, unless your acquiring bank has notified you of any other necessary verification steps, the transaction will be guaranteed automatically upon authorization of the charge.

Thank you for your assistance.

Kind regards,