Efficient processes.
Less administration.

Virtual Cards: Accepted!

What is a virtual card and how to handle them?

1. What is a virtual card?

A virtual card is a one-time use 16-digit card number that is generated for a specific booking or payment and comes with CVC security code and expiry date – everything you need for a payment. However, the virtual card information is not printed on plastic but is generated either automatically in a booking system or manually on a computer or smartphone.

Another difference compared to plastic payment cards is that controls can be applied specifying for example a maximum amount or a set time period when the card can be used. Often a virtual card is valid for a maximum of three authorizations only but this can vary depending on card scheme, issuer or individual customer settings.

2. Why do virtual cards usually have the single-use characteristic?

There are different advantages coming with single-use payment cards. First of all, it is more secure as a result of the controls that can be applied to the card and prevent fraudulent card usage.

A virtual card is typically used for one specific purpose or booking and customers can add unique data and information such as a cost center, traveler name or project number to the card information which makes cost allocation super easy.

3. What can virtual cards be used for?

In general, virtual cards can be used like any other payment card for all kinds of payments. Due to the fact that no physical card is available, virtual cards are usually used for online purchases or bookings made online.

Many companies use virtual cards for business travel payments, especially for the payment of hotel stays

4. Why are virtual cards perfect for hotel bookings?

Virtual cards can replace the sometimes challenging bill-back procedure and provide hotels with an instant payment. As a central payment method it also eliminates time-consuming expense claims for travelers.

Hotel bookings with virtual cards can be made in the same way as any other hotel booking:

- Over the phone
- Via email
- Via a hotel booking website

www.virtualcards-accepted.com

Virtual cards can be used for all hotel charges such as:

- Guarantees
- Pre-authorizations
- Deposits
- Full payment at time of booking
- Payment upon check-out
- No-show charges
- Late cancellation charges

5. What will happen when I check out – does the card need to be keyed into the payment terminal at check-out?

Some hotels will have the virtual card stored in their system and will be able to charge the card at check-out without re-keying the card number in the point-of-sale terminal.

Other hotels will need to manually key the card number into the authorization and settlement point of sale terminal as they would with any other card-not-present or card-on-file transaction.

6. Why are virtual cards such a secure payment solution?

Virtual cards are a secure payment solution due to the fact that there is no plastic which can get lost or stolen. Furthermore, most virtual card solutions are single-use products allowing only a very limited number of authorizations before they become invalid. On top of that most virtual card providers offer control features for example allowing the setting of a maximum amount that can be charged to the card or specifying a time period for use for each unique virtual card.

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