

Company Payment Options & Personal Bookings Guide

The booking engine now incorporates a Payment Information section on the final booking screen. Personal bookings for travellers can now also be made and the payment for personal bookings can be specified in the payment information section. The payment options that are available now are as follows:

1. Use Company Form of Payment
2. Use Alternate Company Form of Payment
3. Personal Booking - Use My Own Specified Form of Payment
4. Personal Booking - Use The Card Specified In My Profile

1. Use Company Form of Payment

- This option is selected for company bookings where the system default payment type is to be used.
- If your company default payment is on account, then the company cards box will not show.
- If your company default payment is on a Lodge Card, the system will show the Lodge Card that will be used.

Payment Information			
PAYMENT OPTIONS	Use Company Form Of Payment		
COMPANY CARDS	VI4901*****0747 CORP ONE		
CREDIT CARD	TYPE	American Express	NUMBER
	EXP	Jan	2012
			HOLDER

- If your company default payment has multiple Lodge Cards.
- The system will list all available Lodge Cards that can be used.

Payment Information	
PAYMENT OPTIONS	Use Company Form Of Payment
COMPANY CARDS	Please Select...
CREDIT CARD	VI4901*****0747 CORP ONE
	VI4901*****0747 CORP TWO

2. Use Alternate Company Form of Payment

- This option is selected for company bookings when a different credit card for payment should be used which not one of the default Lodge Card/s.
- You will be required to input the details of the card to be used.

Payment Information

PAYMENT OPTIONS

COMPANY CARDS

CREDIT CARD TYPE NUMBER CCV

EXP HOLDER

3. Personal Booking - Use My Own Specified Form of Payment

- This option is selected when personal bookings are made for a traveller.
- You will be required to input the details of the card to be used.
- No system approval requests will be generated for personal bookings.
- System booking email notifications for personal bookings will still be generated as normal.

Payment Information

PAYMENT OPTIONS

COMPANY CARDS

CREDIT CARD TYPE NUMBER CCV

EXP HOLDER

4. Personal Booking - Use The Card Specified In My Profile

- This option is will be displayed only if the traveller has a profile with credit card details stored in their profile.
- The payment stored in the traveller's system profile will be used as payment.
- No system approval requests will be generated for personal bookings.
- System booking email notifications for personal bookings will still be generated as normal.

Payment Information

PAYMENT OPTIONS

COMPANY CARDS

CREDIT CARD TYPE NUMBER CCV

EXP HOLDER