Billing hotels to your chart string

- Look for a rate marked as “Paid by my company.”
- Verify the cancellation terms meet your needs.
- Click the rate button to select the option.

Booking path entries

- In the booking path, enter the required Chart String values.

Northwestern
Payment information page

- Some hotels will offer different options for billing, otherwise only room and tax will be charged.
- Be sure to select the NU Central Bill Card.

### Notes

- Multiple billing options are only offered by select Evanston/Chicago hotels. All others will bill room and tax only.
- If not using a “Paid by my company” rate, be sure to enter the traveler’s credit card on the payment page. Don’t use the NU billing card for guest-pay bookings.
- The guest should verify the direct billing option when checking in at the hotel.