

# Booking Hotels on Egencia



## 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.

<b>Room, 1 King Bed, Non Smoking - No Refunds</b> ⊘ Not refundable ✓ Paid by my company	\$71
<b>Best Available Rate 1 King Bed Non-smoking Hi-Speed 9.95 Day Sweet Dreams Experience Bed</b> ⊘ Cancelable before Dec-24. ✓ Payment at hotel	\$79
<b>Negotiated Rate</b>	
<b>Northwestern University 1 King Bed Corner Non-smoking Hi-Speed 9.95 Day Sweet Dreams Experience Bed</b> ⊘ Cancelable before Dec-24. ✓ Paid by my company	\$85

## Booking path entries

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

**Information requested by your company: Northwestern University**

Primary Dept ID (FASIS): (optional)

Fund: -

Dept: -

Project: (optional)

Activity: (optional)

Program: (optional)

Chart Field 1: (optional)

Account Code: -  
-- Select from the list --

Business Purpose: -  
-- Select from the list --

Business Purpose Detail (ex: conf/event name): -

[Continue](#)

# Booking Hotels on Egencia



## 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.

Payment information

**1 Review travel items and payment information**

Hotel: DoubleTree by Hilton Chicago - Magnificent Mile		Show Hotel details
<b>Hotel details</b>		<b>Cost breakdown</b>
Room reservation	- 1 adult	Total room cost: \$84.55
DoubleTree by Hilton Chicago - Magnificent Mile		Taxes: \$14.71/night
Check in: Sun 12/25/2016	Check out: Mon 12/26/2016	Nights: 1
		<b>Lodging total: \$99.26</b>
		+ Mandatory hotel fees: Collected by hotel <a href="#">Details</a>
<b>Direct Bill Selection</b>		
Northwestern University has established direct billing with this hotel. The request will be sent, but is not guaranteed. Please note, preferences and special requests entered on previous page will not be sent to the hotel when direct bill is selected as payment method. Please confirm direct billing and communicate any special requests with the front desk at the time of check-in.		
<input checked="" type="checkbox"/> Use Direct Bill <span>Check box will charge room and tax only to chart string-sponsored projects MUST use option</span>		
<b>Payment information</b>		
The hotel still requires a charge card to guarantee this reservation.		
<input type="text" value="NU Central Bill Card - Hotel [Central Bill]"/>		

## 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.