

# Choosing a Hotel Payment Type in Egencia

## How To: Choose a Hotel Payment Type in Egencia

A traveler or an arranger can choose a hotel payment type when booking a hotel room. Generally, there will be two options: **“Pay Online”** and **“Pay at Hotel.”** The definitions for each type can be found below. A screenshot is being provided as well to highlight the negotiated rates with the local hotels as well as the payment types.

**Pay Online** - The credit card in the profile will be charged at the time of check in for the room and taxes. The traveler will be responsible for payment of incidental charges. The charge on the credit card will reflect “Egencia” as the merchant name and the receipt will be available within Egencia.

**Pay at Hotel** - The credit card in the profile is used to guarantee the hotel room. The traveler will be responsible for payment of the room, taxes and incidental charges. The charge on the credit card will reflect the merchant name provided by the hotel and the receipt and folio will be provided by the hotel.

**NOTE:** For Department Travel Administrators, Stanford Negotiated rates will only have a “Pay At Hotel” option. You can contact the hotel after making the Egencia reservation to request a credit card authorization form for visitors and sponsored guests.

