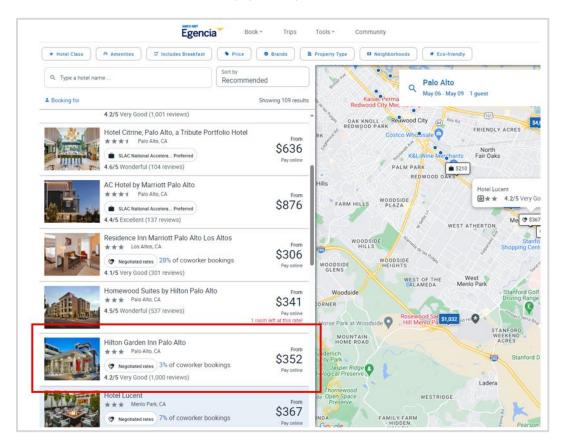# Choosing a Hotel Payment Type in Egencia

When booking a hotel room, a traveler or an arranger can choose the hotel payment type. Generally, there will be two options available: "**Pay Online**" and "**Pay at Hotel**." The definitions for each payment type are provided below. Additionally, screenshots are included to highlight the negotiated rates with local hotels as well as the available payment types.

> **Pay Online** - The credit card associated with the profile will be charged at the time of check-in for the room and taxes. The traveler will be responsible for paying any incidental charges separately. The charge on the credit card will display "Egencia" as the merchant's 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 reservation. The traveler will be responsible for paying the room charges, taxes, and any incidental charges directly to the hotel. The charge on the credit card will reflect the merchant's name provided by the hotel, and the hotel will provide the receipt.

Step 1: Select the hotel of interest to view the payment options.

Step 2: View the payment options for the specific rooms offered.

Note: For Department Travel Administrators, Stanford Negotiated rates will only have a "Pay At Hotel" option available. After making the Egencia reservation, you can contact the hotel directly and request a credit card authorization form for visitors and sponsored guests.