

AUTHORITY TO CHARGE CREDIT CARD

The purpose of this form is for Travel Arrangers to authorise payment of accommodation and car hire made on behalf of visitors and non cardholders

Version 1.0

Accommodation

1. Name of Hotel		
2. Name of Guest / s		
3. Date of Stay	Check In	Check Out
4. Hotel Reservation Number		
5. Approved Requisition Number		

Comments

Items to be included in payment. e.g. room, breakfast etc	
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Car Hire

1. Name of Business		
2. Name of Client		
3. Date of Car Hire	Date Out	Date In
4. Booking Reference Number		
5. Approved Requisition Number		

Total Payment Authorised (if applicable)	\$
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Credit Card Type:	Credit Card Number:
Expiry Date:	Name on Credit Card:

Signature of Cardholder:	
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CONFIRMATION OF THIS BOOKING IS REQUIRED BY RETURN EMAIL OR FAX PLEASE: A TAX INVOICE IS REQUIRED TO BE RETURNED TO THE CARDHOLDER WITHIN 7 DAYS:	Fax No:
	Email:
	Address:

