



"We Mean Business"

RULES FOR TRAVEL REQUESTS

1. A CREDIT CARD IS REQUIRED TO BOOK A TRAVEL REQUEST. THIS IS FOR TAXES, CLEANING FEES, BOOKING FEES AND INCIDENTALS, IF APPLICABLE.
2. THE BARTER AUTHORITY GUARANTEES PAYMENT TO OUR HOSPITALITY CLIENTS SO ONCE A REQUEST IS BOOKED IT CANNOT BE CANCELLED OR CHANGED. TRADE CHARGES AND CASH FEES CAN **NOT** BE REFUNDED.
3. PLEASE DO NOT CALL THE PROPERTIES DIRECTLY. ALWAYS CALL THE BARTER AUTHORITY TO BOOK A REQUEST. IF YOU CALL A PROPERTY DIRECTLY THEY WILL BOOK A ROOM FOR YOU, FOR CASH.
4. ALLOW AT LEAST ONE WEEK FOR CONFIRMATION.
5. REQUEST TRAVEL AT LEAST TEN BUSINESS DAYS BEFORE DESIRED CHECK – IN DATE.
6. I HAVE READ AND AGREE TO THE ABOVE TRAVEL REQUEST RULES.

SIGNATURE

DATE

NAME: _____

COMPANY _____

HOTEL _____ **LOCATION** _____

#OF ADULTS _____ **CHILDREN** _____

CHECK-IN DATE _____ **CHECK-OUT DATE** _____

TOTAL NUMBER OF ROOM NIGHTS: _____ **BED REQUEST** _____

SMOKING/NON-SMOKING: _____

OTHER NEEDS/REQUIREMENTS _____

MAJOR CREDIT CARD INFORMATION

MC _____ **VISA** _____ **AMX** _____ **DISC** _____

CREDIT CARD# _____

EXPIRATION _____

Fax to (757) 622-0660