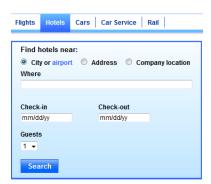
## **Orbitz for Business: Direct Bill Hotel Reservations**

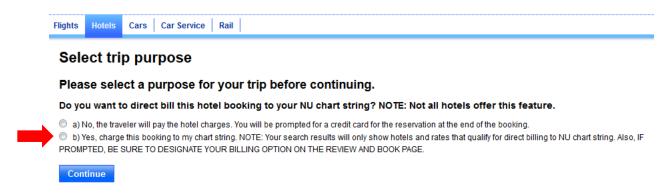




1. Search for a hotel.



2. On the "Select trip purpose" page, select "Yes, charge this booking to my chart string."



3. Review your selected hotel's cancellation policy to make certain it offers any flexibility you need.



4. IMPORTANT: If a drop-down menu is included in the Billing Information section, be sure to click "Request direct bill" and select your billing option. If this option is not selected, a credit card will be required at check-in.

