

Orbitz for Business: Direct Bill Hotel Reservations



Follow these steps to bill hotel bookings directly to your chart string:

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.**

Provide Billing Information

Credit cards