

# Sample Receipts

# Sample Receipts

- CheckINN Direct members can create sample receipts for past and current week stays. This helps CheckINN Direct members to:
  - Print sample receipts to submit for immediate travel reimbursement.
  - View the total charges that will be billed to the registered credit card including taxes and transaction fees.
  - Reconcile the sample receipt with the final hotel transaction posted to an account.
  - Easily view CheckINN Direct member rates for past stays.

# Sample Receipts

- CheckINN Direct members can create sample receipts for weekly and past hotel stays by logging into their account online.
- Under Hotel Search, members can view hotels and sample receipts by clicking on View Details & Sample Receipts.

The screenshot displays the CheckINN Direct website interface. On the left, a map of Kansas shows various cities and highways. A red pin indicates the location of the address provided. On the right, a search form titled "Find A Hotel" allows users to enter their location, state, and zip code. Below the map, a search bar is visible. On the right side, a "Find A Hotel" form is shown with fields for City (Wichita), State (Kansas), Zip Code, Street Address, Radius (10 Miles), Display mode, and Display On Screen. A "GO" button is present. Below the map, a search bar is visible. On the right side, a "Find A Hotel" form is shown with fields for City (Wichita), State (Kansas), Zip Code, Street Address, Radius (10 Miles), Display mode, and Display On Screen. A "GO" button is present. Below the map, a search bar is visible. On the right side, a "Find A Hotel" form is shown with fields for City (Wichita), State (Kansas), Zip Code, Street Address, Radius (10 Miles), Display mode, and Display On Screen. A "GO" button is present.

Search Results: 21 Hotels Found  
Limit By: ☐ Truck Parking ☐ Internet ☐ Breakfast ☐ Pet Friendly  Sort By: Please Select...

<b>HAWTHORNE SUITES</b> 411 S WEBB RD WICHITA, KS 67207-1307	Phone: (316) 686-7331 Fax: (316) 686-2345 Hotel #: 59413 Distance: 8.56 <a href="#">Send to Phone/Email</a>	Rate Range* \$49.68 -> \$50.93 USD <b>Save Up To \$37.17</b> <a href="#">View Details &amp; Sample Receipts</a>
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# Sample Receipts

- Members input a Check In Date and a Check Out Date for current week and past hotel stays.
- The Check Out Date cannot exceed the last date displayed for the current week.

**Hotel Details - HAWTHORNE SUITES** Close X

411 S WEBB RD  
WICHITA, KS 67207-1307

Phone: (316) 686-7331  
Fax: (316) 686-2345  
Hotel #: 59413

**Rates:**

	Sun 10/04/09	Mon 10/05/09	Tue 10/06/09	Wed 10/07/09	Thu 10/08/09	Fri 10/09/09	Sat 10/10/09
Lowest Published Rate	\$62.10	\$98.10	\$98.10	\$98.10	\$98.10	\$71.10	\$71.10
CLD Member Rate	\$49.68	\$60.93	\$60.93	\$60.93	\$60.93	\$52.83	\$52.83
You Save	\$12.42	\$37.17	\$37.17	\$37.17	\$37.17	\$18.27	\$18.27

Create a sample receipt for this hotel:

Check In Date:   
(mm/dd/yy)

Check Out Date:   
(mm/dd/yy)

Create Sample Receipt

**Amenity Information**

- AUTO HAULER PARKING
- HIGH SPEED INTERNET
- NEWSPAPER
- POOL
- TRUCK PARKING

- BREAKFAST
- MICROWAVE
- PETS
- REFRIGERATOR

- Rates shown are based on the Lowest Published Rates on hotel Web sites and other public sources that do not require advance purchases, pre-payment or organizational membership. Lowest Published Rates are updated at [www.checkinncard.com](http://www.checkinncard.com) once a week. Hotels may change their Lowest Published Rates more frequently.
- CheckINN Direct member rates shown are based on single occupancy for business travel only unless otherwise noted and do not include taxes, service charges, fees, extra person charges, or incidentals. CheckINN Direct member rates are updated weekly. Check back weekly for future CheckINN Direct member rates.
- To receive the CheckINN Direct member rates, a CheckINN Card must be presented at time of check-in.

# Sample Receipts

- The sample receipt details the Lowest Published Rate, the Member Rate, the member savings and corresponding percentage per night.
- The sample receipt shows the exact amount a member can expect to pay for a stay, including taxes and the \$4.95 transaction fee.



**Corporate Lodging Consultants**





SAMPLE RECEIPT

**HAWTHORNE SUITES**  
411 S WEBB RD  
WICHITA, KS 67207-1307  
Phone: (316) 686-7331  
Fax: (316) 686-2345

Check In: 10/04/09  
Check Out: 10/06/09  
Length of Stay: 2 Night(s)  
Total Charges: \$131.59 (includes taxes and transaction fee)

Stay Details:

10/04/09	Lowest Published Rate	\$62.10
	Less: CID Member Savings* (19%)	<u>\$12.42</u>
	CID Member Rate	\$49.68
	Taxes	\$5.54
	Transaction Fee	\$4.95
	<b>Total Charges</b>	<b><u>\$60.17</u></b>
10/05/09	Lowest Published Rate	\$98.10
	Less: CID Member Savings* (38%)	<u>\$37.17</u>
	CID Member Rate	\$60.93
	Taxes	\$5.54
	Transaction Fee	\$4.95
	<b>Total Charges</b>	<b><u>\$71.42</u></b>

\*Savings calculations are the difference between the Lowest Published Rate and the CheckINN Direct Member Rate. Savings calculations DO NOT include taxes and transaction fees. Rates are published weekly. If Lowest Published Rates are not available for a specific date of stay, savings calculations are not available.

# Sample Receipts

- Under My Statements, members have a link back to the Hotel Search where sample receipts can be created.
- Members with limited Internet access while traveling can call CLC and request a fax of a sample receipt.
  - 1.866.857.9747, Option 2.
  - Monday through Friday, 8 a.m. – 5 p.m., Central Time

[Home](#) | [My Account](#) | [Hotel Search](#) | [Refer A Friend](#) | [My Statements](#) | [Directory Info](#)

Welcome SUSAN THOMANN [Log Out](#)

**My Statements**


October 2009 Transactions

**Search Transactions**

By Date Range:


By Month:

By Group:

From Date:  


Select Month: [Choose Month](#)

[All Groups](#)

To Date:  

Please use date format: MM/DD/YY.

[Search](#)

**Sample Receipts:**  
Sample receipts are available for current week and past stays by viewing hotel details under Hotel Search.  
[Create a sample receipt.](#)  [Printer Friendly](#)

**Posted Transactions**

Transaction ID	Hotel Name	City, State/Prov.	Name	Check In Date	Check Out Date	Lowest Published Rate*	CLC Member Rate*	You Saved*	Total Charges (with taxes & fees)
No activity.									

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