

# Sample Receipts

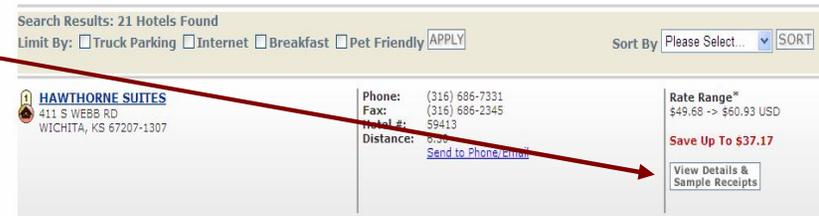
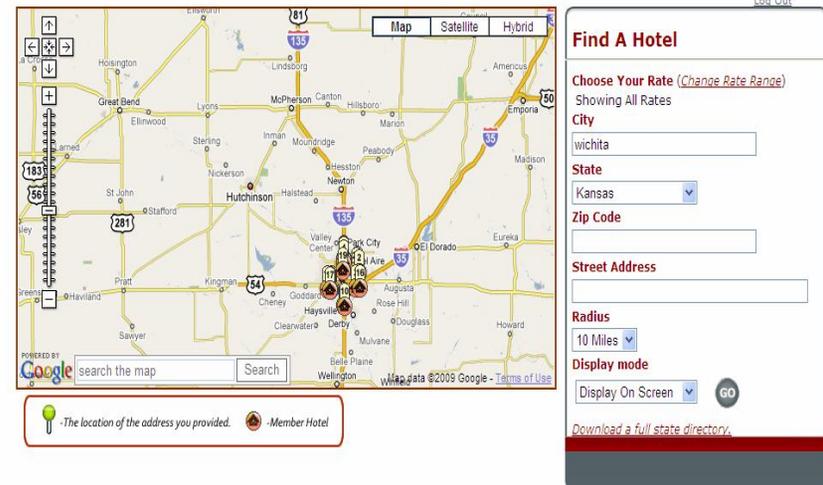


# Sample Receipts

- 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.



# 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:  Check Out Date:  Create Sample Receipt  
(mm/dd/yy) (mm/dd/yy)

**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.checkinn.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	<u>\$4.95</u>
	<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	<u>\$4.95</u>
	<b>Total Charges</b>	<b><u>\$71.42</u></b>

\*Savings calculations are the difference between the Lowest Published Rate and the CheckIN 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

The screenshot displays the user interface for 'My Statements'. At the top, a navigation bar includes links for Home, My Account, Hotel Search, Refer A Friend, My Statements, and Directory Info. A welcome message for 'SUSAN THOMANN' is visible, along with a 'Log Out' link. The main heading is 'My Statements', followed by 'October 2009 Transactions'. Below this is a 'Search Transactions' form with fields for 'By Date Range' (From Date and To Date), 'By Month' (Select Month), and 'By Group' (All Groups). A 'Search' button is located at the bottom right of the form. Below the search form, there is a 'Sample Receipts' section with a link to 'Create a sample receipt' and a 'Printer Friendly' icon. The 'Posted Transactions' section shows a table with columns: Transaction ID, Hotel Name, City, State/Prov., Name, Check In Date, Check Out Date, Lowest Published Rate\*, CID Member Rate\*, You Saved\*, and Total Charges (with taxes & fees/). The table currently shows 'No activity.' At the bottom of the page, a footer contains links for Terms & Conditions, Privacy Policy, Site Map, FAQ's, Contact Us, and About Us.