

## Delivering the Right Hotel Options for your Travel Program's Success

Leverage Egencia's purchasing power to maximize the value of your hotel spend. Provide your travelers with access to thousands of hotel options to help them find convenient, low cost and in-policy accommodations.



### Understanding Different Rate Types

It's about choices, or more importantly, the right choices:

- Egencia™ Preferred Rates (EPRs) were designed to meet the needs of the business traveler
- Expedia® Special Rates (ESRs) were initially created for the vacation market, yet they too have a place in a centralized billing environment or for travelers seeking maximum hotel availability

### EPRs: Greater business traveler flexibility

Egencia™ Preferred Rates (EPRs) deliver the flexibility, amenities and savings that business travelers need, and the extras they've come to expect such as complimentary Internet connection, parking and breakfast. With no cancellation fees\*, EPRs are an ideal choice for business travel that may change at a moment's notice.

### ESRs: Centralized billing benefits and broad hotel availability

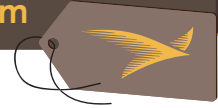
Expedia® Special Rates (ESRs) are ideal for travelers seeking a centralized billing solution, maximum T&E control, and the broadest hotel inventory. Often, when rooms are sold out to the general public, Egencia enjoys last room availability status with hotel partners. The expanded flexibility of ESRs including the waived Egencia cancellation fee\* and delayed charge until day of check-in allows you to better leverage the savings potential of this special rate.

#### Egencia Preferred Rate Program



#### Special Savings for Egencia Travelers

Egencia's Supplier Relations Team negotiates directly with travel providers to deliver a wide range of unique **Egencia Preferred Rates**, offering special discounts and amenities available exclusively to Egencia travelers.



## Egencia Hotel Programs

	Egencia Preferred Rate (EPR)	Expedia Special Rate (ESR)	Published/Rack Rate
Payment	Credit card charged the morning of check in	Credit card charged the morning of check in	Credit card charged at checkout
Egencia cancel/change penalty*	No charges or penalties	No charges or penalties	No charges or penalties
Hotel cancellation window to avoid charge	90% allow cancellation until check in 10% require 24 hours	24-72 hours prior to check in	Usually 24 hours prior to check-in
Cancellation charge before check in within hotel cancellation window	No greater than one night's stay and tax	In some cases full balance	Varies by hotel
Commitment to honor room requests (non-smoking room, desired location in hotel, etc.)	Yes	No	No
Negotiated amenities and perks	More (complimentary Internet, parking and breakfast)	Less	No
Loyalty points eligible	Yes	No	Yes
Purchase restrictions (length of stay, day of arrival, booking window)	No	Sometimes	Sometimes
Early checkout restrictions	Yes	Yes	Frequently

\*Egencia does not assess a cancellation fee in these instances, but hotel cancellation fees may still apply.



To join, call

**1.866.328.0110**