

How To Add A Credit Card for Hotels

In the past a company credit card was used to reserve both flights and hotel rooms. When you got to the hotel, you would give them your personal credit card and that would be charged.

A new problem is that some hotels are charging the company card. In response we are asking travelers to

1. enter a personal credit card into the Trip Manager profiles
2. choose that card as the default payment for hotels

You can leave the company credit card as the form of payment for flights.

Part 1: Log in

Log into Trip Manager.

Click on the Profile tab (top center).

Part 2: Add a credit card

If you already have a personal card in your Trip Manager profile, jump to part 3.

In the left-hand menu, click on Credit Cards

Click on the Add Card button

Enter

1. A name for your card such as "John's VISA 4526" where the numbers are the last 4 digits of your card number
2. the credit card type (from a pop-up menu)
3. your credit card number and
4. the expiration date

Click on the Submit button.

Part 3: Choose a card to pay for hotel rooms

In the left-hand menu, click on Hotel (NOT on the Hotels tab).

Under Preferred Payment Method, choose your personal credit card from the pop-up menu.

Note: if you don't see any card in the pop-up menu, go back and do Part 2, above.

Click the Submit button (scroll down to the bottom right on the page)

You're done! Now, when you book a hotel room, your personal card will be charged.