

Credit Card Authorization Form

Thank you for your reservation. We are pleased to offer third party billing should you wish to use your credit card to cover payment on behalf of the guest(s).

Please complete the information below and fax or email it back with a copy of the front and back of the credit card, prior to guest arrival. A copy of the card is required to verify that you are the credit card holder and that the signature on the card matches the one below.

Please understand this procedure has been put in place to protect you from the potential of fraudulent credit card use and that this request can only be processed once this has been provided.

Guest(s) Name
Confirmation #
Arrival Date Departure Date

Please select the charges which are to be billed to the credit card:

Guestroom Rate, Taxes & Fees Telephone Charges Meals Movies
 Business Services Laundry/Dry Cleaning Alcoholic Beverages Aerobeds
 All Charges Other

This credit card will act as a security deposit and as such will be charged if damage and other expenses other than those outlined are incurred during the stay and cannot be recovered from the guest(s) noted above.

Cardholder Information

Name
Company
Address
City Prov./State
Telephone
Card Type
Card Number Expiration
Card Holder's Signature Date

Bill Distribution (Please choose preferred option):

Mail Fax Email

If any additional nights or charges are to be billed, a revised form must be submitted with this information outlined.

Should you have any questions or concerns, please do not hesitate to contact us. We can be reached by calling the hotel directly at 1.306.586.3443 or by emailing reservations@travelodgeregina.com.

Yours in hospitality,

Travelodge Hotel & Conference Centre Regina