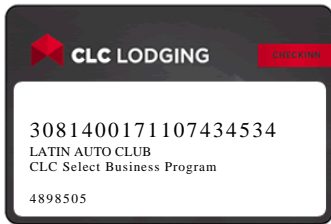


Hotel vouchers are to be presented by a CLC Lodging customer upon check-in. This voucher can be used temporarily until the permanent CheckINN Card arrives.

**HOTEL - Please complete all information.**

IN	DATE	TIME	CLC HOTEL #	FOLIO #	ROOM #
	OUT				
NUMBER OF PEOPLE IN ROOM			HOTEL NAME		
NUMBER OF NIGHTS			ADDRESS		
CITY		STATE	ZIP		

X _____ // // **1st Employee must sign here** **Date In**

X _____ // // **2nd Employee must sign here** **Date Out**

Trip No.	Project Code	Job Code
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Your hotel will be paid the CLC contracted rate.

Call 316-636-5055 if you do not have a signed contract with CLC.

HOTELS: AUTHORIZED VOUCHER FOR A CLC CHECKINN CARD HOLDER.
 PLEASE FOLLOW VERIFICATION PROCEDURES IMMEDIATELY AFTER THE VOUCHER IS PRESENTED.

To receive payment, please process one of the following three ways:**Electronically**

Process the card number above as you would for any CheckINN Card.

Manually via Fax

Call 800.957.5777 to authorize the card number above. Then, fax the completed form above to 316.636.9258.

Manually via Mail

Call 800.957.5777 to authorize the card number above. Then, mail the completed form above to CheckINN Direct, Corporate Lodging Consultants, 8111 E. 32nd St. N., Suite 300, Wichita, KS 67226.

For questions, please call the Traveler Support Center @ 888.545.9391.