



Corporate Lodging Consultants Greyhound US and Canada Drivers' program

If any of the information appears incorrect, please email Purchasing at: FGAPurchasing@FirstGroup.com

If you have a Corporate Lodging Card:

The <i>CheckINN CARD</i>	<p>Present the <i>CheckINN CARD</i> to the front desk clerk at time of check-in. Be sure to carry it with you each time you travel on company business.</p> <p>Please note the phone number at the top of the card. If you experience any card recognition problem while checking into the hotel, refer the hotel staff to this number.</p>
Approved Uses	<p>Use your <i>CheckINN CARD</i> for approved business travel only.</p> <p>The <i>CheckINN CARD</i> will directly bill room and tax charges to CLC. You must pay for any incidentals such as phone, movies, meal expenses, etc. at checkout. Non-business card use will be reported to your company.</p>
Check In Procedures	<p>Present your <i>CheckINN CARD</i> to the hotel receptionist at time of check-in. Hotels that are set up to transmit to CLC electronically will swipe your card. If the hotel is not set-up electronically, the card will be imprinted on a credit voucher that you will be asked to sign and date.</p>
Card Replacement	<p>If your <i>CheckINN CARD</i> becomes lost, stolen, or damaged please notify email FGAPurchasing@firstgroup.com immediately so the card can be terminated and a new card issued. Return damaged cards to FGA Purchasing (Cincinnati) for replacement.</p>
Reservations	<p>You must call the hotel directly to make reservations.</p> <p>When making reservations please be sure to say you are under the Corporate Lodging Program and will be using the <i>CheckINN CARD</i>. If you have any difficulty checking into a hotel with your <i>CheckINN CARD</i>, call Corporate Lodging, day or night, at 1-888-545-9391 for assistance.</p>
Hotel Listings	<p>For a complete listing of hotels available for your company please go to www.corplodging.com. Under Traveler Login you will be asked to enter the first initial of your first name, last name and employee number which is located on the front of the CLC <i>CheckINN CARD</i>.</p> <p>There are two options on this screen: One...the "Approved Hotel List" where you can inquire on specific towns or do a radius search. By using the web you will see immediate changes to the directory, giving you the latest information on hotels accepting the card. And,</p> <p>Two..."Hotel Comment" where travelers can send comments to CLC regarding the hotels. Under the "Approved Hotel List".</p>