*Print on organisation letterhead*

**Authority to Charge Credit Card**

Name of Hotel:

Name of Conference

Name of Guest (s)

Billing Address:

Phone:

Date of Stay In: Out:

What to be charged to the card

⬜ Room only

⬜ Room plus breakfast

⬜ Room plus all meals

⬜ All Charges

⬜ Other

Credit card details

Type (please circle): AMEX M/C VISA

Number

Exp

Card holders name

Card holders signature