



MONASH University

CREDIT CARD CHARGE FORM

FAX TO: Reservations Manager - *(Name of Hotel)*

FAX No: *(Hotel Fax)* **Total No. Pages:** ...1

FROM:..... *(Name of Sender)*

DEPARTMENT: **FAX No:**

EMAIL: *(Email of Sender)*

DATE:

The following Credit Card details cover the reservation booked on-line with your hotel for the guest below against the reservation number :

Enter Reservation Number returned by Hotel

NAME: Prof/Dr/Mr/Ms *(Name of Guest)*

DATE IN: **DATE OUT:**

CREDIT CARD NO:

EXPIRY DATE:

TYPE: American Express VISA MasterCard

Other (Specify).....

AUTHORISED BY: Name: *(Name of Cardholder)*

Note: A hotel may require to log credit card details in order to secure your reservation. In the event that you cancel the reservation at a very late stage or do not show they reserve the right to charge a cancellation fee against your credit card (usually equal to one night's fee). It is therefore in your best interest to notify the hotel ASAP should you need to cancel your reservation so that they can re-allocate your room.