**HOTEL VOUCHER DOCUMENT**

**Create Hotel Voucher**

* **Voucher No.:** Auto Generate (series required?) – AgencyCodeyymmdd001, 002
* Hotel Name
* Address
* Check In – Date Calender
* Check out – Date Calender
* Confirmation No.
* Guest Name
* Agency Code
* Meal Plan
  + EPAI
  + CPAI
  + MAPAI
  + APAI
* Total Rooms: 2 (table row will increase according to the total rooms)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Room 1** | **Guest Name** | **Room Type** | **No of Guests** | **Room Category** |
| **Room 2** | **Guest Name** | **Room Type** | **No of Guests** | **Room Category** |

* Payment Type
  + Direct
  + TB – Prepaid
  + TB – To Be Billed
  + GTS – Yes
  + GTS – No
* Remarks
* Voucher Issued By

TB LOGO

TB ADDRESS

**Hotel Voucher – <Hotel Name ><Check In> - <Check Out>**

|  |
| --- |
| **HOTEL NAME** |

Address:

Travel Bureau Voucher ID:

Contact No :

|  |
| --- |
| Hotel Booking detail |

**Guest Name -**

**Check in Date -**

**Total Rooms -**

**No of Guests -**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Room 1** | **Guest Name** | **Room Type** | **Room Category** | **No of Adults** | **Meal Plan** |

Voucher issued by:

Reconfirmation :

Inclusion & Extras:

- Room Only and taxes if EPAI

- Breakfast and taxes if CPAI

- Breakfast and Lunch / Dinner and taxes if MAPAI

- All meals and taxes if APAI

**Special Requests and Remarks:**

* Computer generated voucher, does not signature
* Please refer to Page 2 for booking information and cancellation policy.

|  |
| --- |
| **Additional Information**  **Hotel booking policy** Your hotel has laid down some rules, and it is our job to let you know what they are.   * The primary guest must be at least 18 years old to be able to check into this hotel. * Standard check-in time and Check-out time may vary from hotel to hotel. Please refer to **Hotel Booking Details** section to know the exact Check-in and Check-out times. Early check-in or late check-out is subject to availability and the hotel might charge you extra for it. * Your stay does not include additional expenses of personal nature such as Telephone charges, meals that are not covered under Inclusions in this voucher, laundry, room service or any other amentities/services not covered above under inclusions section. Hotel will charge you directly for all additional expenses at the time of check-out or during stay as applicable. * On specific occasions (festivals), certain hotels might charge supplementary charges for X'Mas / New Year Gala Dinner which is compulsory. These charges if any have to be paid directly at the hotel by the guest during the stay. For any assistance in this regard, please email to the Agency. * All hotels require you to furnish a valid photo-id proof at the time of check-in. Documents that you can carry as id proofs include PAN card, driving license, passport or voter's ID card. It is mandatory to produce any one of photo-id proof at the time of check-in to avoid inconvenience.   **Cancellation Policy**   * Don't call the hotel directly for cancellations. The hotels agents cannot process the cancellation request for these specially negotiated rates. * Agency charges a separate cancellation fees of Rs. 200 for Domestic Hotels per booking & Rs.250 for International hotels per booking in addition to Hotel Retention charges.   **No Show**   * If you don't show up at the hotel, you'll still be charged the entire amount.   **Amendments**   * In case of any amendments, please contact the agency. Please note that Online Amendments are not supported. * All the amendments should be received 48 hours prior to the date of check-in. * It is advisable not to call the hotel directly for any amendments. The hotels agents cannot process the request for amendments for these specially-negotiated rates.   **Refunds**   * We take at least 14 working days to process refunds for bookings cancelled in case of credit cards. * Refunds will be processed only after deducting the necessary agency Cancellation Charges in addition to hotel retention charges. * **BOOKINGS ARE NON REFUNDABLE within 48 hours of check in Date.** * **NON Refundable bookings are indicated and are non refundable after being booked, please contact agency for per case details.** |