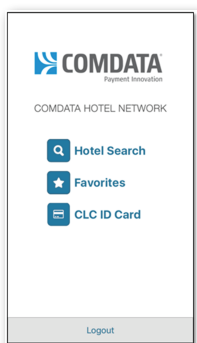




Comdata Hotel Network DRIVER TIPS

STEP ONE

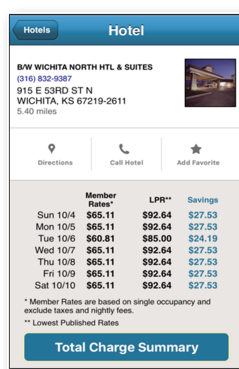


Use the mobile app to locate hotels in the Comdata Hotel Network.

You will receive the discounted rate (minimum 20% or more) **only at network hotels located in the mobile app.**

Hotels outside of the network will not provide Comdata discounts and can be subject to additional fees.

STEP TWO



Use the mobile app to call the hotel to ensure room availability and **receive a confirmation number.**

The total charges displayed in the mobile app will **always** be the amount you will pay.

STEP THREE



You must use your Comdata card to receive discounts when checking in and paying for a room.

Do not use another form of payment, such as cash.

If the clerk does not understand how to swipe a Comdata card, instruct them to swipe card as a CLC Lodging CheckINN card in the CLC terminal (not a traditional credit card terminal).

The clerk can also enter your card number into CLC's Web CheckINN portal.

STEP FOUR



If you have trouble checking in or experience any other issues, call **1-800-741-2777 for assistance.**

Note: The receipt you receive from the hotel may show charges that are higher or lower than the app. Always refer to the Total Charge Summary in the app for the amount you will be billed, which will be a minimum 20% or more below the hotel's lowest published rates.