

Objective:

Provide travelers with helpful tips to avoid charges on personal cards. When possible, the company paid options should be used.

Support Information:

- For more assistance, use the [Help Center](#) or the [Chat](#).
- Access Issues & New User Requests
 - Petrochemicals, CGI, EUS & KAY – Jacqueline Rosas & Jennifer Anderson
 - Specialty Chemicals, J-Tec, & TFU – Corina Ojeda & Caryn Schumack



Hotels

Do: Select a hotel that displays **paid by my company**.

Standard Room, 1 King Bed

[Room details](#) >

Free cancellation before Aug-15

 **Paid by my company** 

Don't: Select a hotel that displays **pay at hotel**.



If it displays pay at hotel, you will be responsible for payment at check-in. You will also need to obtain a receipt from the hotel to submit with your expenses.

Upon check-out, it will show the company card information. This does not matter. You will be responsible for payment.

Standard Room, 1 King Bed

[Room details](#) >

Free cancellation before Aug-15

 **Pay at hotel** 

Rental Cars

Do: Book with Katoen Natie's preferred vendors.

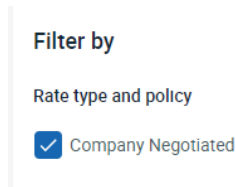
Katoen Natie's preferred rental car vendors are **Enterprise and National**. Prior to booking a rental car, you should enroll in the Emerald Club program. To enroll, visit the National website, nationalcar.com. After registering, send your emerald club number to Corina.Ojeda@ktnusa.com so that you are linked to our company account.

Advantages include:

- Employees no longer have to wait at the counter to get vehicle. Travelers can go straight to the Emerald Aisle, pick up their vehicle and go!
- Status levels build more rapidly and travelers will build up points towards free upgrades and rental days on their personal Emerald number
- If needed, National/Enterprise can deliver cars to our sites or elsewhere instead of rentals always have to be picked up/dropped off at the airport
- Long term rentals are available and more affordable

Katoen Natie also has a direct bill established with **Avis**. No additional registration is required.

When searching, you can also add a filter to only show the company negotiated rates.

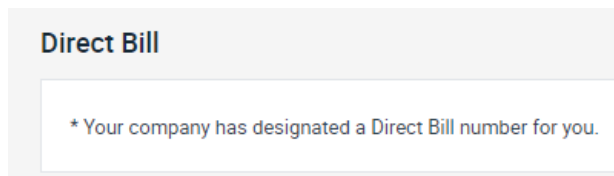


Filter by

Rate type and policy

Company Negotiated

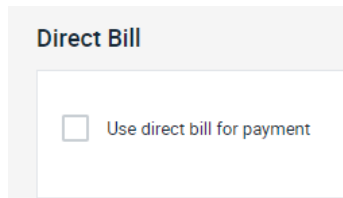
When completing the reservation, you will also see the conformation below.



Direct Bill

* Your company has designated a Direct Bill number for you.

Don't: Book with vendors who are **not** Katoen Natie's preferred vendors.



Direct Bill

Use direct bill for payment

Upon check-out, it will allow you to check, use direct bill for payment. This does not matter. You will be responsible for payment at pick-up.

Don't: Add additional insurance. All rentals on the company's account are covered.