## Booking for a Guest @ Nassau Inn

**Over the phone with Carlson Wagonlit Travel (CWT) – by Guest Traveler**

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| **Step 1** | **INTRODUCTION OF GUEST TO CWT**<br>Travel Arranger will send email to CWT – to Princeton.us@contactcwt.com – introducing guest traveler and authorizing charge(s) on his/her Princeton T&E card. Guest traveler may not call CWT directly without an introduction from someone at Princeton.  

Email example -- “Dear CWT -- Mr./Ms. Guest Smith will be calling to make a booking at the Nassau Inn. I authorize their room and tax (and parking, internet, and/or meals if applicable) charges to go on my Princeton T&E card. Please indicate on reservation that final statement of charges be sent to my email address (provide address). Thank you.”

A Service Fee of $10 will be charged for a “Hotel Only” booking with CWT. Travel Arranger will receive an email invoice from CWT. This fee may be expensed. |
| **Step 2** | **GUEST CALLS CWT**<br>Guest traveler will call CWT at 866-640-3294. Select 1 for a Domestic booking.  

Guest traveler will give CWT counselor all necessary details for business trip itinerary.  
- Guest traveler will provide full name, email address, phone and check-in/out dates. |
| **Step 3** | **CONFIRMATION**<br>Travel Arranger AND guest traveler will receive –  
- Email confirmation from CWT.  
- Email confirmation from Nassau Inn, will be sent to guest traveler only.  
  This confirmation has the traveler name and confirmation number on it. These details are necessary when requesting information or a final invoice from the Nassau Inn before or after check-in/out. |
| **Step 4** | **GUARANTEE**<br>Guarantee for “room and tax only” charges will be put towards Travel Arranger’s Princeton T&E card.  
- In the case of a “no show”, the Travel Arranger’s card will be charged for one night.  
- If a cancelation is made by 3pm one day prior to guest’s arrival, the cost for one room night plus tax will be charged to the Travel Arranger’s card. Cancellations must be through CWT. |
| **Step 5** | **PAYMENT**<br>If Princeton is paying for “room and tax only”, no further action is necessary.  

If additional charges (parking, internet, or meals) will be paid by Princeton, Travel Arranger will need to complete the Nassau Inn Charge Authorization form.  

If the guest is paying, then Travel Arranger will need to complete the Nassau Inn Charge |
Authorization form and indicate “Guest will pay all charges”.

_Nassau Inn Charge Authorization form can be found on Travel and Expense Website > Forms. Authorization form may be emailed to reservations@nassauinn.com. No credit card information will be transmitted on this form._

Note: All guests will be required to provide a credit card upon check-in to cover incidental charges.

| Step 6 | **FINAL STATEMENT OF CHARGES**  
If Princeton is paying for guest’s charges, final statement of charges will be emailed by Nassau Inn to Travel Arranger upon the guest’s check-out **IF** Travel Arranger has asked CWT to add their email prefix to Special Instructions at time of introduction of guest.  
If guest is paying, final statement of charges will be given to guest upon check-out.  

|                  | **CHANGES OR CANCELLATIONS**  
All changes or cancellations to reservations for individuals at the Nassau Inn must be made by phone or email through CWT – not by calling Nassau Inn.  