

To: All Travel Arrangers and Managers

Re: Using LodgeLink For Crew Accommodations

Date: _____

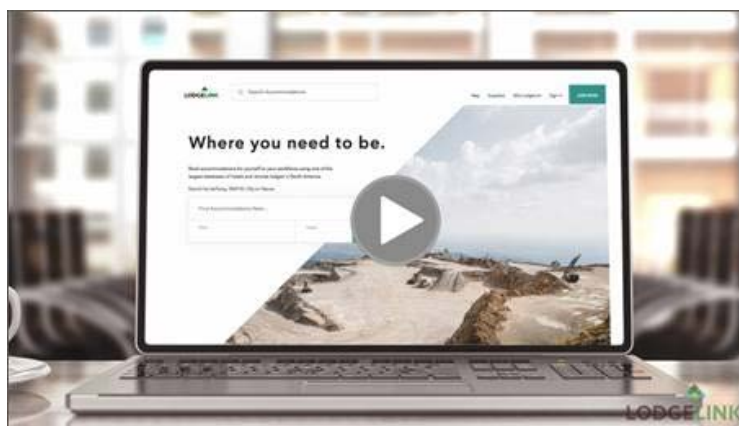
ANNOUNCING LODGELINK

We are pleased to announce that commencing _____, _____ will partner with LodgeLink to manage crew accommodations.

LodgeLink is an online marketplace that is transforming the way companies manage crew accommodations. LodgeLink has access to discounted room rates at lodges, camps and hotels across North America.

LodgeLink will provide the following key benefits:

- 1. Cost Savings:** LodgeLink will provide discounted room rates.
- 2. Reduced Administrative Work:** LodgeLink will pay the hotel vendors directly and provide a monthly consolidated invoice. LodgeLink saves time and money spent reconciling hotel folios and setting up credit card authorizations.
- 3. Cost Controls:** Improve cost controls by tracking crew accommodations.
- 4. Reporting:** LodgeLink provides real-time visibility through their interactive reporting dashboard.
- 5. Loyalty Points:** Any personal loyalty points or programs you are currently collecting when traveling for business purposes will be honored when booking through LodgeLink.



[Click Here](#)

Have a look at this 2-minute intro video below to learn more about the LodgeLink Advantage!

Please adhere to the following procedure when booking crew accommodations:

- Initial set-up, please coordinate with your branch to determine who will require a login ie. Crew travelers, travel arrangers, project managers, dispatch, branch manager, accounting, etc.
- Anyone who requires an account, please proceed to create one using your company email [by clicking here to Join Now](#).
- **Before booking**, please review the attached [LodgeLink - How to Make a Booking, Billing Approval Process](#), and ensure the [Memo - How to Extend, Change or Cancel](#) is distributed to all guests.

KEY CONTACTS

<p>To manage any new and existing reservations, please contact our Customer Experience Team.</p>	<p>Toll Free: 1-844-590-5465 Contact Form Email: support@lodgeline.com Live Chat – by clicking chat icon</p>
<p>For account set up, billing inquiries, new and existing user training, or general feedback, please contact Customer Success.</p>	<p>Carla Jones, Customer Success Manager Phone: 1-403-860-2461 Email: contactus@lodgeline.com</p>