

5 things to check before signing a hotel contract

Before you lock in your next hotel agreement, take a minute to read the fine print. A few small details can make a big difference in your flexibility, visibility, and overall spend. Here are five key things to check before you sign.

1. Contract terms and commitments

Look for minimum night or spend requirements, cancellation clauses, and attrition terms. These are standard but can limit your flexibility if your travel needs change.

2. Rate integrity (LRA vs. NLRA)

Check whether the rate is "last room available" (LRA). Non-LRA rates can disappear when hotels fill up, meaning your discounted rate may not apply.

3. Rate transparency and auditing

Review how and when your rates can fluctuate with demand. A "discounted" rate may not be consistent throughout the year.

4. Added value and traveler perks

Confirm what extras are included — things like breakfast, parking, EV chargers, or loyalty upgrades. Perks like these can drive real savings and boost traveler satisfaction.

5. Spend visibility and reporting

Ensure you can easily see where travelers are staying and how much they're spending. Scattered data leads to missed negotiation opportunities and weaker duty of care.



Don't let the fine print trip you up.

Talk to a Corporate Traveler expert and see how we simplify hotel programs, protect your budget, and keep your travelers happy.

BOOK A MEETING