

Corporate Travel Planners

INDIVIDUAL BUSINESS TRAVEL PRICING SHEET

Agent Assisted Services - Individual Business Travel	Agent Assisted - Domestic	Agent Assisted - International
Commercial Air » Per-ticket fee for commercial airfare	\$18.00	\$18.00
Rental Car » Reservation <u>with</u> air booking	\$0.00	\$0.00
Rental Car » Reservation <u>without</u> air booking	\$0.00	\$0.00
Hotel » Reservation <u>with</u> air booking	\$0.00	\$0.00
Hotel » Reservation <u>without</u> air booking	\$0.00	\$0.00
Hotel » DIRECT BILL (effective 3/1/19)	\$5.00	\$5.00

Online Booking - Individual Business Travel	Online - Domestic	Agent Assisted - International
Commercial Air » Per-ticket fee for commercial airfare	\$5.00	\$5.00
Commercial Air » Per-ticket fee for commercial airfare (Direct Connect - Southwest Airlines)	\$5.75	\$5.75
Rental Car » Reservation <u>with</u> air booking	\$0.00	\$0.00
Rental Car » Reservation <u>without</u> air booking	\$0.00	\$0.00
Hotel » Reservation <u>with</u> air booking	\$0.00	\$0.00
Hotel » Reservation <u>without</u> air booking	\$0.00	\$0.00

Misc. Fees	Domestic	International
» Per-ticket-fee for name change (excluding any airline assessed fees)	\$9.00	\$9.00
» Per-ticket-fee for itinerary change (excluding any airline assessed fees)	\$9.00	\$9.00
» Per-ticket-fee for international paper ticket (if required by airline)	\$0.00	\$0.00
» Cancellation fee (Airline determination)	\$0.00	\$0.00
» Cancellation fee (less than 90 days)	\$0.00	\$0.00
» Special (Ad hoc) Reports	\$0.00	\$0.00
» Trip Planning / Consultation Services	\$32.50 per hour (waived if booked)	\$32.50 per hour (waived if booked)
» Visa/Passport Consultation Services*	\$0.00	\$0.00

*Note: Document processing fees and delivery fees are payable to applicable entity