

MEMBER PRICING

TYPE	DESCRIPTION	ONLINE BOOKING	AGENT ASSISTED BOOKING
Domestic	Airline Ticket Only	\$7.00	\$20.00
	Hotel Reservation Only	\$7.00	\$13.00
	Car Rental Reservation Only	\$7.00	\$13.00
	Pre-Paid Hotel	\$22.00	\$30.00
	Pre-Paid Car Rental	\$22.00	\$30.00
	*Flat fee for booking any combination of airline/lodging/car Please note pre-paid hotel will be the additional fee.	\$7.00	\$20.00
	Group Tickets – Per person flat fee for group tickets. A group is 10 or more tickets that are issued for the same origin and destination and for the same travel dates.	N/A	\$10.00 per person
	Ticket Exchange Fee	N/A	\$20.00
	Ticket Refund Fee	Service Fee Maintained	Service Fee Maintained
	Conference Registration Fee	N/A	\$20.00
	Conference Package Fee (All components of conference travel are booked at the same time: airline/lodging/car/registration fee)	N/A	\$50.00
Misc. Other	Paper Ticket Domestic	N/A	N/A
After Hours	After-Hours Service Fee (per call)	N/A	15 free per month then \$20 per call
International	Airline Ticket Only	\$7.00	\$30.00
	Hotel Reservation Only	\$7.00	\$13.00
	Car Rental Reservation Only	\$7.00	\$13.00
	Pre-Paid Hotel	\$22.00	\$30.00
	Pre-Paid Car Rental	\$22.00	\$30.00
	*Flat fee for booking any combination of airline/lodging/car Please note pre-paid hotel will be the additional fee	\$7.00	\$30.00
	Group Tickets – Per person flat fee for group tickets. A group is 10 or more tickets that are issued for the same origin and destination and for the same travel dates.	N/A	\$20.00 per person
	Ticket Exchange Fee	N/A	\$30.00
	Ticket Refund Fee	Service Fee Maintained	Service Fee Maintained
	Conference Registration Fee	N/A	\$20.00
	Conference Package Fee (All components of	N/A	\$50.00



Travel Designers

	conference travel are booked at the same time: airline/lodging/car/registration fee)		
After Hours	After-Hours Service Fee (per call)	N/A	15 free per month then \$30 per call
VALUE ADDED SERVICES			
	Set Up Cost	Standard Fee	Your Fee
	On-stream & Implementation	\$500.00	Fee Waived
	Travel Policy Consultation	\$75.00	Fee Waived
	Booking Tool Setup Fee	\$1,000	\$500.00
	Booking Tool Customization Fee	\$75 per hour	\$50 per hour
	Booking Tool Traveler Training	\$750.00	Fee waived
	Basic Reporting	\$500.00	Fee waived
	Customized Reports/Programming Fee	\$120 per hour	\$75.00 flat fee

