



### Request for Vendor Contract Update

Pursuant to the terms of your awarded vendor contract, all vendors must notify and receive approval from Region 4/OMNIA Partners, Public Sector when there is an update in the contract. No request will be officially approved without the prior authorization of Region 4. Region 4 reserves the right to accept or reject any request.

UNIGLOBE TRAVEL DESIGNERS hereby provides notice of the following update to  
(Vendor Name)

Contract number: R220102 for TRAVEL MANAGEMENT on this date 2/26/2025.  
Contract Title

**Instructions:** Vendors must check all that may apply and shall provide supporting documentation. Place your initials next to each item to confirm that documents are indeed included. Request received without supporting documentation will be returned.

**Authorized Distributors/Dealers**  
\_\_\_\_ Addition  
\_\_\_\_ Deletion  
\_\_\_\_ Supporting Documentation

**Price Update**  
\_\_\_\_ Supporting Documentation

**Products/Services**  
\_\_\_\_ New Addition  
\_\_\_\_ Update Only  
\_\_\_\_ Supporting Documentation

**Material Change**  
\_\_\_\_ Assignment  
\_\_\_\_ Change in ownership (sale/purchase)  
\_\_\_\_ Bankruptcy  
\_\_\_\_ Acquisition  
\_\_\_\_ Merger  
\_\_\_\_ Supporting Documentation

**Discontinued Products/Services**  
\_\_\_\_ Supporting Documentation

**States/Territories**  
\_\_\_\_ Supporting Documentation

**Other** \_\_\_\_\_  
\_\_\_\_ Supporting Documentation

Notes: Vendor may include other notes regarding the contract update here: (attach another page if necessary). For material changes, indicate the name of the company of the awarded supplier and the official name of assigned or added company.

We are asking to update pricing for booking travel by 12.5-25%.

This is reflected in the change from \$8-\$9 for online Concur Bookings and from \$20-\$25 for Agent Assisted bookings

Inflationary pressures on our business and overall cost of living increases, mostly, but not exclusive to, retaining and hiring top talent in this space, are the drivers of this request.

Signature of Vendor: Elizabeth McCormick

**Approved Date** 2/26/2025 | 5:08 PM CST

Submitted By: \_\_\_\_\_

**Denied Date** \_\_\_\_\_

Title: \_\_\_\_\_

**Region 4 ESC 1<sup>st</sup> Review:** CW  
Initials

Contact Phone Number: 6142374488

Email Address: elizabethb@uniglobetd.com

Signed by:  
*Adam Tabar*  
Region 4 ESC: \_\_\_\_\_  
A5A9F62707BB46B  
Signature

**For material changes, the awarded contract holder and/or subsequent assignee agrees to and understands the following principles:**

i. **Contract holder reference.** If the contract holder undergoes a merger, acquisition, or partial assignment, in which case they still maintain the contract, then all transactions made under the existing contract number (including purchase orders) must reference the name of the awarded contract holder. The exception to this requirement is if the contract holder no longer holds the contract or if the company has been acquired by another company and undergone a name change. Notice of the authorized name change, to the existing contract, must be provided and approved by Region 4.

In instances where the contract holder has acquired a separate and distinct company, and it is necessary to designate those certain purchases facilitated by the non-contract holder, then this designation may be made if, and only if, the contract holder is also referenced on the transaction.

ii. **Maintenance of records.** Both the awarded contract holder and subsequent assignee agree to remain responsible for maintaining all auditable records, including documents kept in the ordinary course of business and sales invoices, related to OMNIA Partners, Public Sector and/or contract number pursuant to the statutory requirements identified in the vendor contract.

iii. **Payments.** Both the awarded contract holder and subsequent assignee agree that all payments made by participating entities must be made directly to the contract holder, unless otherwise approved by Region 4. Accordingly, both parties acknowledge that in instances where it is necessary to designate the purchases facilitated by assignee, that the contract holder must also be referenced on the purchase order.

iv. **Handling of Proprietary and/or Confidential Information.** In accord with the terms of the contract, both awarded vendor and assignee agree that at all times it will hold in strict confidence and not disclose to any third party Confidential and/or Proprietary information of Region 4, except as approved in writing by Region 4, and will use the Confidential Information for no purpose other than providing services under the contract. Both awarded vendor and assignee shall only permit access to Confidential Information to those of its employees or authorized representatives having a need to know and who have signed confidentiality agreements or are otherwise bound by confidentiality obligations at least as restrictive as those contained herein.

This document is to be construed in strict accordance with the terms and conditions outlined in the Region 4/vendor Master Agreement referenced herein. Both awarded vendor and assignee agree to uphold the vendor obligations set forth in the vendor agreement. This Agreement will become effective when signed by all parties.



1 (800) 966-6512  
[www.uniglobetraveldesigners.com](http://www.uniglobetraveldesigners.com)

### Uniglobe Travel Designers' Services & Online Booking Tools

STANDARD SERVICE // AGENT ASSISTED BOOKINGS			
ACCOUNT SET-UP, MANAGEMENT, & TRANSACTIONAL FEES			
SERVICE	REQUIRED/OPTIONAL	FEE	
On-stream & Implementation	Required, One-time Fee*	\$350.00	
Account Management Fee	Required, Annual Fee**	\$550 *A Small Business Program Fee may be available	
Agent Assisted Booking Fee	Required, Transactional	See Pricing Matrix	
PRIME REPORTING & ANALYTICS			
SERVICE	REQUIRED/OPTIONAL	FEE	
Site Access & Monthly Reports	N/A	Included in Account Management Fee	
Account Maintenance & Support	N/A	Included in Account Management Fee	
Customized Reports	Optional	\$120.00/hour	
Credit Card Reconciliation via Prime Reporting	Optional	\$315.00/month - Air \$115.00/month - Hotel \$90.00/month - Car \$60.00 for each additional delivery in the same month	
SAFE TO GO (DUTY OF CARE)			
SERVICE	REQUIRED/OPTIONAL	FEE	
Site Access, Traveler Tracking, Monitoring & Alerts	N/A	Included in Account Management Fee	
OPTIONAL ADDITION OF AN ONLINE BOOKING TOOL			
ONLINE BOOKING TOOL OPTIONS: CONCUR OR ETТА			
SERVICE	REQUIRED/OPTIONAL	CONCUR FEE	ETТА FEE
Booking Tool Set-Up Fee	Required, One-time Fee	\$2,000.00	\$1,500.00
Booking tool site take over from another Travel Management Company	Required, One-time Fee	\$750.00	\$750.00
Agent and/or OBT Booking Fees	Required, Transactional	See Pricing Matrix	See Pricing Matrix
Light assist fees include the following: changing seat assignments, adding TSA/Global Entry numbers, online booking tool approvals for clients when approvers are out of the office.	Charged when defined actions are taken.	\$5.00	\$5.00
Off-Site Training - Program Launch	N/A	Included in Set-Up Fee	Included in Set-Up Fee

Off-Site Training - Annual Refresher	N/A	<i>Included in Account Management Fee</i>	<i>Included in Account Management Fee</i>
Off-Site Training - Additional Sessions	Optional	\$110.00/session	\$110.00/session
On-Site Training with 2 UTD Consultants	Optional	\$1,150.00/day + travel exp.	\$1,150.00/day + travel exp.
Customized Training Video	Optional	\$90.00/video	\$90.00/video
Booking Tool Customization (if outside of UTD scope of work)	Optional	\$85.00/hour	\$85.00/hour
SSO Integration	Optional	\$3,300 desktop & mobile	\$3,300 desktop & mobile
HR Feed	Optional	\$3,300.00	\$3,300.00
Conferma Pay	Optional	\$3,300.00 set-up fee + \$3.00/reservation	\$3,300.00 set-up fee + \$3.00/reservation

**Notes to Consider & Clarifications:**

\*On-stream and Implementation Fee: This service is a one-time fee at the start of your partnership to set up your organization’s account including your company/traveler profile intake, travel policy consultation and best practices, approval process consultation, customized marketing material, and establishing travel reward programs, corporate discount programs and/or direct billing accounts where applicable.

\*\*Account Management Fee: This service is a reoccurring fee for ongoing account maintenance including re-evaluating program best practices, ongoing contract negotiations with preferred vendors, and standard reporting. This fee will be charged every January following the initial launch date.

Booking Tool Customization and Reports Customization are services for highly intricate travel policies and reporting needs that require more than the standard customization that is included.

## Uniglobe Travel Designers' // Transactional Booking Fees

TRANSACTIONAL BOOKING FEES // PRICING MATRIX			
DOMESTIC TRAVEL			
DESCRIPTION	CONCUR (OBT)	DEEM (OBT)	AGENT ASSISTED
Airline Ticket Only	9.00	12.50	25.00
Hotel Reservation Only	9.00	12.50	16.00
Car Rental Reservation Only	9.00	12.50	16.00
Rail Reservation Only	9.00	12.50	23.00
Pre-Paid Hotel <i>*Please note this fee is in addition to the hotel reservation fee.</i>	N/A	N/A	35.00
Flat fee for booking any combination of air/lodging/car <i>*Please note pre-paid hotel will be the additional fee.</i>	9.00	12.50	35.00
Group Airfare: Per person fee for group tickets. A group is 10+ tickets that are issued for the same origin and destination and for the same travel dates.	N/A	N/A	\$27.00 per person
Group Cancellation Penalty	N/A	N/A	\$170.00/group + *SFM

Group Name Change Fee	N/A	N/A	20.00
Group Ticket Exchange Fee	N/A	N/A	30.00
Group Research fees	N/A	N/A	Fee is applied to travel request
Single component domestic travel for Hotel/Air/Event Space/Ground transportation/Rail	N/A	N/A	250.00
Multiple components domestic: Combination of Hotel/Air/Event Space/Ground Transportation/Rail	N/A	N/A	500.00
Group Hotel Reservations - Groups consist of 10 or rooms in a block.	N/A	N/A	See below
Domestic booking fee	N/A	N/A	20.00
Domestic prepayment fee	N/A	N/A	35.00
Domestic name change fee per person	N/A	N/A	20.00
Group Ground Transportation: Bus/Motorcoach Domestic	N/A	N/A	20.00
Group Rail Tickets	N/A	N/A	20.00
Domestic booking fee	N/A	N/A	23.00
Dome seating	N/A	N/A	50.00
Individual Ticket Exchange Fee	N/A	N/A	33.00
Individual Ticket Refund Fee	*SFM	*SFM	*SFM
Conference Registration Fee	N/A	N/A	60.00
Light assist fees, when UTD consultants take the following actions: purchasing or changing seat assignments, adding TSA/Global Entry numbers, online booking tool approvals for clients when approvers are out of the office.	Charged when defined actions are taken.	N/A	5.00
After-Hours Service Fee (per call)	\$50 per call + any applicable service fees		

**INTERNATIONAL TRAVEL**

DESCRIPTION	CONCUR (OBT)	ONLINE BOOKING TOOL	AGENT ASSISTED
Airline Ticket Only	9.00	12.50	40.00
Hotel Reservation Only	9.00	12.50	18.00
Car Rental Reservation Only	9.00	12.50	18.00
Rail Reservation Only	9.00	12.50	42.00
Pre-Paid Hotel <i>*Please note this fee is in addition to the hotel reservation fee.</i>	N/A	N/A	42.00
Flat fee for booking any combination of air/lodging/car <i>*Please note pre-paid hotel will be the additional fee.</i>	9.00	12.50	42.00
Group Airfare: Per person fee for group tickets. A group is 10+ tickets that are issued for the same origin and destination and for the same travel dates.	N/A	N/A	\$35 per person
Group Cancellation Penalty	N/A	N/A	\$170.00/group + *SFM
Group Name Change Fee	N/A	N/A	\$25.00
Group Ticket Exchange Fee	N/A	N/A	\$45.00
Group Research fees	N/A	N/A	Fee is applied to travel request

Single component international travel for Hotel/Air/Event Space/Ground transportation/Rail	N/A	N/A	\$300.00
Multiple components international: Combination of Hotel/Air/Event Space/Ground Transportation/Rail	N/A	N/A	\$600.00
Group Hotel Reservations - Groups consist of 10 or rooms in a block.	N/A	N/A	See below
International booking fee	N/A	N/A	\$40.00
International prepayment fee	N/A	N/A	\$37.00
International name change fee per person	N/A	N/A	\$25.00
Group Ground Transportation: Bus/Motorcoach International	N/A	N/A	\$25.00
Group Rail Tickets	N/A	N/A	\$25.00
International booking fee	N/A	N/A	\$45.00
First Class Seating/Roomette/Bedroom	N/A	N/A	\$65.00
Individual Ticket Exchange Fee	N/A	N/A	\$48.00
Individual Ticket Refund Fee	*SFM	*SFM	*SFM
Conference Registration Fee	N/A		\$75.00
Light assist fees, when UTD consultants take the following actions: purchasing or changing seat assignments, adding TSA/Global Entry numbers, online booking tool approvals for clients when approvers are out of the office.	Charged when defined actions are taken.	N/A	\$5.00
Passport & Visa Assistance	N/A	N/A	\$60.00 (plus any additional vendor fees)
After-Hours Service Fee (per call)	\$50.00 per call + any applicable service fees		

**Notes to Consider & Clarification:**

**\*SFM:** Service Fee Maintained. This means no additional fees are charged for the service, but any service fees already applied are not refunded.

**N/A:** If a service is marked Non-Applicable it is a service that is not offered through an OBT solution and must be done through a consultant directly.

For reservations originating in the OBT but then needs consultant assistance, the agent-assisted fees will apply.

Personal Travel: UTD has a Leisure Department to assist with personal vacation travel. This operates separately from our Corporate Department.