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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 \$3,300.00 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.