

## Corporate Travel Planners

### Agency Service Fees

Service Requested	For Services Booked On-line		For Services Booked with Travel Agent Assistance	
	Individual	Group	Individual	Group
Issue a domestic airline ticket	\$5.00	\$5.00	\$18.00	\$15.00
Issue a domestic airline ticket with Direct Connect (Southwest, Frontier or Jet Blue)	\$9.00	\$9.00	\$18.00	\$15.00
Issue an international airline ticket	\$5.00	\$5.00	\$20.00	\$18.00
Issue a rail ticket	\$6.00	\$6.00	\$10.00	\$8.00
Make a domestic hotel reservation	NO CHARGE	NO CHARGE	NO CHARGE	NO CHARGE
Make an international hotel reservation	NO CHARGE	NO CHARGE	NO CHARGE	NO CHARGE
Make a domestic car rental reservation	NO CHARGE	NO CHARGE	NO CHARGE	NO CHARGE
Make an international car rental reservation	NO CHARGE	NO CHARGE	NO CHARGE	NO CHARGE
Make a domestic airport shuttle reservation	\$4.75	\$4.75	\$10.00	\$10.00
Make an international airport shuttle reservation	\$4.75	\$4.75	\$10.00	\$10.00
Void an airline ticket	NO CHARGE	NO CHARGE	NO CHARGE	NO CHARGE
Cancel an airline reservation	NO CHARGE	NO CHARGE	NO CHARGE	NO CHARGE
Refund an airline ticket	NO CHARGE	NO CHARGE	NO CHARGE	NO CHARGE
Reissue a domestic airline ticket	\$5.00	\$5.00	\$15.00	\$15.00
Reissue an international airline ticket	\$5.00	\$5.00	\$15.00	\$15.00
Exchange an airline ticket	\$5.00	\$5.00	\$15.00	\$15.00