

Corporate Travel Planners

Agency Service Fees

Effective July 1, 2021

Service Requested	For Services Booked On-line		For Services Booked with Travel Agent Assistance	
	Individual	Group	Individual	Group
Issue a domestic airline ticket (with or without car and/or hotel reservation)	\$6.00	N/A	\$25.00	\$24.00
Issue an international airline ticket (with or without car and/or hotel reservation)	\$6.00	N/A	\$27.00	\$26.00
Issue a rail ticket	\$6.00	N/A	\$30.00	\$6.00
Make a domestic hotel reservation ONLY (no air)	\$6.00	N/A	\$7.00	10% of net/waived if rates commissionable
Make an international hotel Reservation ONLY (no air)	\$6.00	N/A	\$7.00	10% of net/waived if rates commissionable
Make a domestic car rental Reservation ONLY (no air)	\$6.00	N/A	\$7.00	\$6.00
Make an international car rental Reservation ONLY (no air)	\$6.00	N/A	\$7.00	\$6.00
Make a domestic ground transportation reservation ONLY (no air)	N/A	N/A	\$10.00	10% of net/waived if rates commissionable
Make an international ground transportation reservation ONLY (no air)	N/A	N/A	\$10.00	10% of net/waived if rates commissionable
Void an airline ticket	NO CHARGE	N/A	NO CHARGE	NO CHARGE
Cancel an airline reservation	NO CHARGE	N/A	NO CHARGE	NO CHARGE
Refund an airline ticket	\$25.00	N/A	\$25.00	\$25.00
Reissue a domestic airline ticket	\$6.00	N/A	\$30.00	\$26.00
Reissue an international airline ticket	\$6.00	N/A	\$25.00	\$25.00
Exchange an airline ticket	\$6.00	N/A		
Ticket upgraded or mileage certificate processed	N/A	N/A	\$75.00	\$75.00