

Fee Schedule

Service Requested	For Service Booked through Concur		For Services Booked through Travel Agent Assisted	
	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	\$9.00	\$9.00	N/A	N/A
Issue an international airline ticket	\$5.00	\$5.00	\$20.00	\$15.00
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 ground transportation reservation	\$4.75	\$4.75	\$10.00	\$10.00
Make an international ground transportation 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
Ticket upgraded or mileage certificate processed	\$10.00	\$10.00	\$18.00	\$18.00