

Reasons Travel Transaction Fee Structure



August 2008

On-line Services

\$20.00

On-line bookings via Trip Manager (if no agent-assistance is required)

Issuing each ticket (includes car and hotel for the same trip)

Included with on-line ticket issuing: Individual traveler profiles* Review of purchase by an agent Confirmation of ticket via email	Special seating requests for elite status Voiding tickets Corporate discount car rental Enforcement of company policies
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* Airline frequent flyer, car rental and hotel membership numbers are in each profile

Agent-Assisted Services

\$35.00

Issuing each ticket (includes car and hotel for the same trip)

Included with agent ticket issuing: Researching all carriers for best price & schedule Immediate confirmation via email Alternate reservations (if flights are cancelled or delayed) Refunding tickets	Voided tickets Special seating requests Best car & hotel rates and hotel research Corporate discount car rentals Arranging negotiated hotel rates Locating Frequent Flyer free space
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Special Notes

1. Ticket exchanges must be done with an agent (\$35 service fee)
2. Car and/or hotel reservations (without air travel) incur a \$35 booking fee

Note: there is no additional fee for later on adding a flight to the same trip

Special Services

\$35.00

These are one-time fees or surcharges (extra charge in addition to the above)

- Upgrade which require the carrier reissue tickets using miles
- Making reservations for unaccompanied minor, or pet ticket fee
- Rush ticket delivery service
- Wheelchair assistance, lost luggage assistance, or research frequent flyer miles
- Airline/Vendor letter writing (complaint letters or special requests)
- Extensive hotel research when more than 25 properties are scanned or hotels which require calling long distance directly
- After hour and holiday services
- Trip Manager bookings requiring special monitoring, or communication, or complicated ticket exchanges.

Utilizing Free Certificates

\$100.00

Ticketing fee free travel certificates

(includes administrative reporting, storage, retrieval, and assignment)

Reasons Travel General Information



January 2007

Normal Office Hours

Open: 8 to 4:30 Monday - Friday (closed federal holidays)
Telephone: 952-944-3033
Toll free: 866-944-2309
Fax: 952-960-0071

After Hours Reservations and Assistance

Telephone: 800-491-5556

Business Address

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