

## TRAVEL MANAGEMENT SERVICES PRICING

### Issue Tickets

#### Ticket Type

Issue Concur domestic / international ticket	\$9.00
Issue domestic airline or rail ticket	\$25.00
Issue domestic group airline or rail ticket	\$25.00
Issue international airline or rail ticket	\$35.00
Issue international group airline or rail ticket	\$35.00
Issue domestic personal / guest airline or rail ticket	\$25.00
Issue international personal / guest airline or rail ticket	\$35.00

### Exchanges

#### Ticket Type

Exchange Concur domestic/international ticket	\$15.00
Exchange domestic airline or rail ticket	\$25.00
Exchange domestic group airline or rail ticket	\$25.00
Exchange international airline or rail ticket	\$35.00
Exchange international group airline or rail ticket	\$35.00
Exchange domestic personal / guest airline or rail ticket	\$25.00
Exchange international personal / guest airline or rail ticket	\$35.00

### Refunds

#### Ticket Type

Refund domestic group airline or rail ticket	\$25.00
Refund international group airline or rail ticket	\$25.00
Refund domestic personal / guest airline or rail ticket	\$25.00
Refund international personal / guest airline or rail ticket	\$25.00

### Miscellaneous

#### Ticket Type

Concur Car or Hotel reservation only	\$5.00
Group, Personal or Guest - Car or Hotel reservation only	\$10.00
After-hours emergency fee	\$25.00
Visa services	Pass-Through
International trip notification and risk messaging	\$0.00