

CTP Travel Agency Fees

Type	Description	Corporate Travel Planners	
		On-Line Booking	Full Service Booking
Domestic	Airline ticket only	\$2.00	\$18.00
	Car reservation only	\$0.00	\$0.00
	Hotel reservation only	\$0.00	\$0.00
	Rail ticket only	\$2.00	\$10.00
	Bus ticket only	\$2.00	\$10.00
	Flat fee for booking any combination of airline, car rental, lodging, rail and bus ticket.	\$2.00	\$18.00
	Group Tickets: Per person flat fee for group tickets.	\$0.00	\$18.00
	Ticket exchange fee	\$5.00	\$5.00
	Ticket refund fee	\$0.00	\$0.00
	Voids	\$0.00	\$0.00
International	Airline ticket only	\$2.00	\$27.00
	Car reservation only	\$0.00	\$0.00
	Hotel reservation only	\$0.00	\$0.00
	Rail ticket only	\$2.00	\$15.00
	Bus ticket only	\$2.00	\$15.00
	Flat fee for booking any combination of airline, car rental, lodging, rail and bus ticket.	\$2.00	\$27.00
	Group Tickets: Per person flat fee for group tickets.	\$0.00	\$27.00
	Ticket exchange fee	\$5.00	\$10.00
	Ticket refund fee	\$0.00	\$0.00
	Voids	\$0.00	\$0.00
Miscellaneous/Other	Paper ticket-domestic or international	\$15.00	\$15.00
	Express paper ticket delivery fee	\$30.00	\$30.00
	Group and meeting planning fees (per person)		<i>See Below</i>
	After Hours Service (per call)	\$16.00	\$16.00
	Non-GDS Hotel Reservation	\$0.00	\$0.00

Additional Fees		
Description	Corporate Travel Planners	
	On-Line Bookings	Full Service Booking
Agent Assist Fee -Examples include but are not limited to: Modify ground transportation (car, limo, car service), hotel, or air booking that does not require a new ticket, quotes requested through an agent but ticketed online or not ticketed at all, manual Pretrip approval process that is not able to be automated	\$10.00	\$10.00
Call Direct to Supplier - If a request to an agent (online or to an agent direct) requires an agent to call a vendor, we will charge \$10.00 for each outbound call.	\$10.00	\$0.00
Professional services fee (per hour) - assistance with account management; IT projects; customization of program for individual agencies; and other projects outside of mandatory scope of RFP	CTP will assign an Account Executive to help manage The Texas A&M System at no additional cost.	

* CTP does not charge a per person research fee for group travel.
 CTP charges a flat research fee of \$200.00-\$500.00 depending on group size and complexity
 This fee is applied towards the cost of the trip, if booked through CTP.