



Travel Incorporated Service Fees for UW System

Service	Cost Per Transaction
AFTER-HOURS/EMERGENCY SERVICE CALL <i>Any call outside the normal business hours of Monday through Friday 7 AM to 8 PM CST</i>	\$18.00
ONLINE BOOKING	
Online air domestic & international	\$3.75
Online rail ticket	\$3.75
Online car only/hotel only	No Charge
Talk to agent about a reservation made through online booking tool or adding/modifying car/hotel to online booking (both domestic and international)	No Charge
Working on any messages added to notes in online booking	No Charge
Cancellation of an airline ticket - online	No Charge
Online Technical Support (Concur navigation)	No Charge
AGENT BOOKING	
Agent air domestic & international	\$18.00
Agent rail ticket	\$18.00
Agent booked car only/hotel only	No Charge
Agent airline seat upgrades	\$18.00
Change the air portion of existing reservation (originally booked online)	\$18.00
Cancellation of an airline ticket – agent booked	No Charge
Frequent flyer/ reward program air ticketing	\$50.00
Leisure/Companion air domestic (non-University business travel)	\$18.00
Leisure/Companion air international (non-University business travel)	\$18.00
Void of an airline ticket	No Charge

*Airline ticket fees are per ticket issued

Date: 3/2/20