**Preferred Agency Booking Fees**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Egencia** | **BCD Travel** | **Travel Collaborative** | **Milne Travel** | **HTT** |
| **On-line booking fee** | $7.00  Note: $4 surcharge for Southwest Air booking | N/A | N/A | N/A | N/A |
| **On-line booking fee – Car or Hotel Only** | No Charge | N/A | N/A | N/A | N/A |
| **Domestic**  **Agent Assisted Fee** | $30.00 | $25.00 | $33.00 | $35.00 | $35.00 |
| **International Agent Assisted Fee** | $36.00 | $35.00 | $33.00 | $35.00 | $45.00 |
| **Amtrak Ticket** | See on line or agent assist booking fees | $25.00 | $26.00 | $27.00 | $27.00 |
| **Group/Meeting Transactions** |  | $35.00 | $33.00 | $40.00 |  |
| **Agent Assisted Car or Hotel Only** | $15.00 | No Charge | No Charge | $10.00 | No Charge |
| **Refunds** | No Charge | No Charge | No Charge | No Charge | No Charge |
| **Emergency After Hour Fees** | No Charge | $25.00 | No Charge | $25.00 | No Charge |

|  |  |
| --- | --- |
| **Updated 01/2020** |  |
|  |  |