**Preferred Agency Booking Fees Effective 9/1/23**

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|  | **Egencia** | **Travel Collaborative** | **Milne Travel** |
| **On-line booking fee** | $7.35  Note: $4 surcharge for Southwest Air booking | N/A | N/A |
| **On-line booking fee – Car or Hotel Only** | No Charge | N/A | N/A |
| **Domestic Air Ticket Transactions-**  **Agent Assisted Fee (including re-issue and exchanges)** | $31.50 | $40.00 | $39.00 |
| **International Air Ticket Transactions-**  **Agent Assisted Fee**  **(Including re-issue and exchanges)** | $36.75 | $40.00 | $44.00 |
| **Domestic/International**  **Rail Ticket** | $7.35 | $35.00 | $27.00 |
| **Group/Meeting Transactions** |  | $40.00 | $39 / $44 |
| **Agent Assisted Car or Hotel Only** | $15.75 | $25.00 | $10.00 |
| **Refunds/Voids** | No Charge | No Charge | No Charge |
| **Emergency After Hour Fees –** Calls made outside of regular business hours:  **The Travel Collaborative – 9AM- 5PM**  **Milne Travel – 8AM – 6PM** | Not Applicable | $16 + additional fees ranging from 11.50-$35.00 based on services provided. | $25.00 |

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