



**Collegiate Travel Planners
Higher Education**



Category	Domestic Cost Per Transaction	International Cost Per Transaction	
Lightning Online Booking (Unassisted)			
Airfare with Hotel/Vehicle	\$4.16	\$4.16	
Hotel Only	\$6.00	\$6.00	
Car Only	\$4.16	\$4.16	
Rail Reservation Only	\$4.16	\$4.16	
Exchanges or Refunds	\$4.16	\$4.16	
Voids or Cancellations	No charge	No charge	
Online Booking Assistance*	Reverts to Offline Fee	Reverts to Offline Fee	
Offline Booking (Travel Advisor)			
Airfare with Hotel/Vehicle	\$29.12	\$31.12	
Hotel Only	\$12.00	\$12.00	
Car Only	\$10.40	\$10.40	
Rail Reservation Only	\$29.12	\$31.12	
Exchanges or Refunds	\$29.12	\$31.12	
Voids or Cancellations	\$0.00	\$0.00	
Group Travel			
Airfare with Hotel/Car (Travel Advisor Booked)	\$31.12	\$36.14	
Hotel Only	\$12.00	\$12.00	
Car Only	\$10.40	\$10.40	
Rail Reservation Only	\$31.12	\$36.14	
Air Charter or Group Ground Transportation	5% of cost	5% of cost	
Name Change	\$26.00	\$26.00	
Exchanges or Refunds	\$31.20	\$36.40	
Voids or Cancellations	\$0.00	\$0.00	
Emergency Services			
Emergency Services (within 72 hours of departure)	\$25.00 Surcharge per call, per PNR	\$25.00 Surcharge per call, per PNR	
Emergency Services (more than 72 hours of departure)	\$40.00 Surcharge per call, per PNR	\$40.00 Surcharge per call, per PNR	
Implementation			
Account Implementation (per account under \$750K)	\$1,500	One-time fee	
Account Implementation (per account over \$750K)	\$5,000 – Waived	One-time fee	
Online Booking Tool Implementation and Build	\$5,000 – Waived	One-time fee	
Group Travel			
Airfare (TravelQuote)	\$18.00	\$18.00	Per Transaction
Sourcing Fee (fee is applied towards final payment)	\$150.00	\$300.00	Per trip