

Travel Agency Fees - Current Contract Rates

Contract Category 961-M1 Travel Agency Services Contract ID No. 961-2857

Below are the State of Texas negotiated rates for the contracted travel agency vendor. This table displays the domestic and international rates and other fees for the reservation and ticketing services on contract.

National Travel Services, LP

NIGP Code: 958-92		Transaction Fees		
Type	Description	Full Service Booking	On-Line Booking	Processing Only for Travel Management Company
Domestic	Airline ticket only	\$12.79	\$6.50	\$11.50
	Car reservation only	\$0.00	\$6.50	\$11.50
	Rail ticket only	\$12.79	\$6.50	\$11.50
	Bus ticket only	\$12.79	\$6.50	\$11.50
	Flat fee for booking any combination of airline, car rental, lodging, rail and bus ticket.	\$12.79	\$6.50	\$11.50
	Group Tickets: Per person flat fee for group tickets. (See note)	\$12.79	\$6.50	\$11.50
	Ticket exchange fee	\$6.00	\$6.00	\$6.00
	Ticket refund fee	\$6.00	\$6.00	\$6.00
International	Airline ticket only	\$22.99	\$6.50	\$11.50
	Car reservation only	\$0.00	\$6.50	\$11.50
	Rail ticket only	\$22.99	\$6.50	\$11.50
	Bus ticket only	\$22.99	\$6.50	\$11.50
	Flat fee for booking any combination of airline, car rental, lodging, rail and bus ticket.	\$22.99	\$6.50	\$11.50
	Group Tickets: Per person flat fee for group tickets. (See note)	\$22.99	\$6.50	\$11.50
	Ticket exchange fee	\$6.00	\$6.00	\$6.00
	Ticket refund fee	\$6.00	\$6.00	\$6.00
Miscellaneous/Other	Group and meeting planning fees (per person)	\$15.00	N/A	N/A
	After Hours Service (per call)	\$20.99	\$20.99	\$20.99
	VIP Customer Service Line (per call)	\$45.00	\$45.00	\$45.00
Additional Fees	Voided ticket fee - only when the After Hours service voids a ticket per traveler cancellation request	\$15.00	\$15.00	\$15.00
	Video Services - fees per hour	\$50.00	N/A	N/A
	Client Request for non-automated tasks where agent must contact vendor manually.	\$10.00	\$10.00	\$10.00
	PO Purchases on Billing Account - (no Credit Card provided at time of booking) - Domestic Air Tickets	\$25.00	N/A	N/A
	PO Purchases on Billing Account - (no Credit Card provided at time of booking) - International Air Tickets	\$35.00	N/A	N/A

NOTE: A group is defined as 10 or more tickets issued for the same origin and destination and for the same travel dates