

TYPE	DESCRIPTION	CONCUR (OBT)	AGENT ASSISTED BOOKING
Domestic	Airline Ticket Only	\$8.00	\$20.00
	Hotel Reservation Only	\$8.00	\$13.00
	Car Rental Reservation Only	\$8.00	\$13.00
	Rail Reservation Only	\$8.00	\$20.00
	Pre-Paid Hotel *Please note this fee is in addition to the hotel reservation fee.	\$30.00	\$30.00
	Flat fee for booking any combination of air/lodging/car *Please note pre-paid hotel will be the additional fee.	\$8.00	\$20.00
	Group Tickets: Per person fee for group tickets. A group is 10+ tickets that are issued for the same origin and destination and for the same travel dates.	N/A	\$15.00 per person
	Group Cancellation Penalty	N/A	\$150.00 per group + *SFM
	Group Name Change Fee	N/A	\$10.00
	Ticket Exchange Fee	N/A	\$20.00
	Ticket Refund Fee	*SFM	*SFM
Conference Registration Fee	N/A	\$50.00	
After Hours	After-Hours Service Fee (per call)	\$40 per call + any applicable service fees	
International	Airline Ticket Only	\$8.00	\$35.00
	Hotel Reservation Only	\$8.00	\$13.00
	Car Rental Reservation Only	\$8.00	\$13.00
	Rail Reservation Only	\$8.00	\$35.00
	Pre-Paid Hotel *Please note this fee is in addition to the hotel reservation fee.	\$30.00	\$30.00
	Flat fee for booking any combination of air/lodging/car *Please note pre-paid hotel will be the additional fee	\$8.00	\$35.00
	Group Tickets: Per person fee for group tickets. A group is 10+ tickets that are issued for the same origin and destination and for the same travel dates.	N/A	\$25.00 per person
	Group Cancellation Penalty	N/A	\$150.00 per group + *SFM
	Group Name Change Fee	N/A	\$20.00
	Ticket Exchange Fee	N/A	\$30.00
	Ticket Refund Fee	*SFM	*SFM
Conference Registration Fee	N/A	\$75.00	
After Hours	After-Hours Service Fee (per call)	\$40 per call + any applicable service fees	

- \*SFM: Service Fee Maintained. This means no additional fees are charged for the service, but any service fees already applied are not refunded.
- For reservations that originate in the OBT, but then needs assistance by a consultant, the agent-assisted fees will apply.