# TeamWorks Travel and Expense Fees

## Booking Fees: Travel Inc

<table>
<thead>
<tr>
<th>Service Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Online Booking for Air, Car and/or Hotel</td>
<td>$4.27/Itinerary</td>
</tr>
<tr>
<td>Agent Assisted Booking for Car and/or Hotel</td>
<td>$4.75/Itinerary</td>
</tr>
<tr>
<td>Agent Assisted Booking for Air and/or Car, Hotel</td>
<td>$20.33/Itinerary</td>
</tr>
<tr>
<td>After hours agent assistance via phone</td>
<td>$18.00/Call</td>
</tr>
</tbody>
</table>

Note: There is no fee for calls to the Travel Inc Technical Support Desk.

## Concur Expense Report Fees

<table>
<thead>
<tr>
<th>Service Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expense Report Submission</td>
<td>$4.93/Expense Report</td>
</tr>
<tr>
<td>Other Concur Fees to access best rates per contract</td>
<td>Varies</td>
</tr>
</tbody>
</table>

AirPlus – No Fee