

## TeamWorks Travel and Expense Fees



### Booking Fees: Travel Inc

- Online Booking for Air, Car and/or Hotel \$ 4.27/Itinerary
- Agent Assisted Booking for Car and/or Hotel \$ 4.75/Itinerary
- Agent Assisted Booking for Air and/or Car, Hotel \$20.33/Itinerary
- After hours agent assistance via phone \$18.00/Call

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

### Concur: Expense Report Fees

- Expense Report Submission \$ 4.93/Expense Report
- Other Concur Fees to access best rates per contract Varies

### AirPlus – No Fee

State Accounting Office  
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Atlanta, Georgia 30334  
[www.sao.georgia.gov](http://www.sao.georgia.gov)