

RESEARCH TRAVEL

Processing Fees

Effective September 21, 2005

AIRLINE/RAIL TICKETS (1st person on each invoice. Each additional person on same invoice \$5.00)

All tickets include **FREE of CHARGE \$100,00.00** Accidental Death & Dismemberment Flight Insurance

FREE car rental reservations and hotel reservation with airline/rail ticket purchase

FREE 24 hour emergency assistance on all tickets issued

Cost of ticket	\$0-\$500	Above \$500	
Tickets booked on www.researchtravel.com	\$25	\$25	
Electronic Tickets - Domestic	\$38	\$48	
Paper Tickets - Domestic	\$46	\$56	Includes FREE local delivery
Cost of ticket	\$0-\$500	\$501-\$1000	Above \$1000
Tickets booked on www.researchtravel.com	\$25	\$25	\$25
Electronic Tickets - International	\$42	\$52	\$62
Paper Tickets - International	\$50	\$60	\$70 Includes FREE local delivery

Reservation only (no ticketing) \$30

For highly complex itineraries with multiple destinations, an additional fee may be incurred.

CAR and HOTEL itineraries without airline reservations

non-commissionable reservation \$20
 Commissionable reservation \$10

Miscellaneous

Exchange of any document or electronic ticket \$50
 Void Ticket \$75
 Refund \$35

GROUPS

parties of 10 or more traveling on the same itinerary \$10 per person

CONSULTATION FEE

\$75

RESEARCH FEES

Itineraries for budgeting purposes \$10 per itinerary after the 1st 10
 Fax/email up to 4 itineraries without ticketing \$40
 Accounting information over 4 month old \$25 per hour
 Copies of invoices or tickets \$5 per item

DELIVERY

Local delivery of paper tickets **FREE**
 Priority Overnight (by 10:30am) \$25
 Priority Overnight next business day \$20
 Second Day \$15
 Saturday Delivery \$50
 International varies by country

ALL processing fees are NON-REFUNDABLE