

# 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 \$ 3.93/Expense Report
- Other Concur Fees to access best rates per contract Varies

## **AirPlus – No Fee**