

## **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