



Travel Management Fee Schedule

ABOUT BOOKING CHANNEL FEES: One of the benefits of SLAC Travel is the travel agent support provided by our booking channels.

The booking channels only charge fees if an agent changes or creates a booking for a traveler. Fees will not be charged for general inquiries, online bookings or for United Corporate Direct. The after hours surcharge is per call.

Fees are per person, per transaction.

For more details about specific charges, see page 2.

Agent Assistance (Fees will be added to ticket price)	Egencia	FCM
Airline booking or exchange - domestic	\$28	\$25
Airline booking or exchange - international	\$33	\$25
Cancel/Refund/Void Airline Ticket	\$17	\$0
Multiple travelers on same airline reservation (up to 9 people)	N/A	\$25
Hotel/Car rental bookings with air reservation	\$0	\$0
Hotel/Car rental bookings without air reservation (no air)	\$0	\$10
Rail Booking - Domestic	\$28	\$25
Rail Booking - International	\$33	\$25
Car Service/Limo Booking, Change or Cancellation	\$17	\$20
After Hours Surcharge (per call)	\$0	\$20
Special Requests Domestic (e.g., bookings made directly through suppliers, upgrades)	\$28	\$25 - \$100
Special Requests International (e.g., bookings made directly through suppliers, upgrades)	\$33	\$25 - \$100

Egencia Savings Finder	
Airfare Amount or Hotel	Egencia Fee
Air Savings Finder - \$70 to \$300 ticket	\$50
Air Savings Finder - \$301 to \$600 ticket	\$175
Air Savings Finder - \$600+ ticket	\$350
Hotel Savings Finder	30% of Savings

NOTE: These fees are allowable expenditures in expense reporting.

If an FCM fee has been charged in error, contact Customer Service at agent@us.fcm.travel.

If an Egencia fee has been charged in error, contact Customer Service at slac@customercare.egencia.com.