



**STATE OF MISSISSIPPI
TRAVEL AGENCY SERVICES
PRICE LIST**

Travel Agency Name: _____

Reservations Phone Number: _____ Toll Free: _____

Website: _____ Email: _____

Fax: _____

Contact Person: _____

Fees & Services*

Airline – domestic	\$ 35 per transaction
Airline – international	\$ 35 per transaction
Airline – exchange	\$ 30 per transaction
Amtrak	\$10 per transaction
Vehicle Rental – non-commissionable	\$10 per transaction
Lodging – non-commissionable	\$ 15 per transaction
Visa processing (per country)	\$20 per transaction
All other services when used in conjunction with air travel booked by the agency (unless listed above)	\$ _____ per transaction**

*Write in fees only when the fee is **less than** the fee set by the Department of Finance and Administration, Office of Purchasing, Travel and Fleet Management as listed above.

****Fees for additional services not included in the above list may be proposed for consideration by Vendors. The State will evaluate the proposed services and award those which it authorizes end users to pay under the State Contract.**

(Signature of Authorized Representative for Agency)

(Date)