

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

Travel Agency Name: Short's Travel Management

Reservations Phone Number: (877) 263-2550

Toll Free: (877) 263-2550

Website: www.shortstravelmanagement.com

Email: accountmanagement@shortstravel.com

Fax: (319) 243-2490

Contact Person: Erin Holst, Account Manager, eholst@shortstravel.com

Fees & Services

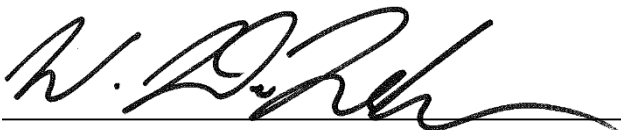
Airline – domestic	\$35 per transaction
Airline – international	\$50 per transaction
Airline – exchange	\$30 per transaction
Amtrak	\$10 per transaction
Vehicle Rental – non-commissionable	\$10 per transaction
Lodging – non-commissionable	\$15 per transaction
Visa processing (per country)	\$20 per transaction
All other services when used in conjunction with air travel booked by the agency	\$ <u>0</u> 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.**

Short's Travel Management is proposing the following options to supplement the fees set above:

After Hours Assistance 24/7	\$21 per transaction
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*Short's core hours are 8:00am-8:00pm CST. Anything outside of our core hours will be considered after hours.



(Signature of Authorized Representative for Agency)

5/12/2021

(Date)