

**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.shortstravel.com Email: LOllendieck@shortstravel.com

Fax: (319) 243 - 2490

Contact Person: Lance Ollendieck

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	\$__ 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.**

Agent Assisted Car and/or Hotel Only	\$10 per transaction
After Hours Assistance 24/7	\$21 per transaction

*Short's core hours are 8:00am-5:00pm CST. Anything outside of our core hours will be considered after hours.



(Signature of Authorized Representative for Agency)

6/9/16

(Date)