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Fee Schedule
(Effective 7/1/2014)

Air Travel

Demestic Tickets	10% of Ticket Cost, \$30 min. \$200 max
International Tickets	10% of Ticket Cost, \$50 min. \$300 max
Re-issue/exchange	\$25.00 per ticket/min
Cancellation/refund/void	\$30.00 per ticket/min
Discount coupon/certificate	\$50.00 per ticket
Form of payment change	\$50.00 per ticket

Hotel Accommodation

Reservation	\$15.00 per reservation
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Car Rental

Reservation	\$15.00 per reservation
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Miscellaneous

Overnight mail delivery	At Cost
Bad check fee	\$50.00 per transaction
Visa processing (per country) (In addition to consular & visa charges)	\$40.00 per passport
Foreign currency drafts for foreign payme	\$50.00 per transaction
Administrative reports and services	\$80.00 per hour

Service fees may be charged to Visa, MasterCard, American Express, Discover, and Diner's Club.

TERMS OF PURCHASE: All payments are to be made at the time of purchase, via credit card, or terms as specified by the supplier.
Extended payments and conditions are as specified by the supplier.