# Meeting/Group Services Fee Schedule

**Purchased Tickets** (Domestic/International) $20.00per transaction

A $1.00 discount rebate will be provided for every 100 tickets issued; paid after the group travels. For example, a group of 100 would earn a $1.00 discount per ticket, whereas a group of 400 would earn a $4.00 discount per ticket transaction.

**Refunds/Voids/Exchanged Tickets**  $20.00per transaction

Services provided in exchange for above fees include:

* Coordination and supervision of all group air travel arrangements, as well as individual special requests
* Negotiate and set up Airline discounts; best efforts will be utilized to negotiate multi-meeting-type agreements to limit the number of separate negotiations required
* Block seats, negotiate fares and contracts (additional fees and/or deposits may apply)
* All earned certificates will be returned to the University
* Monitor airfares
* Monitor flight schedules/changes
* Manage name changes as provided for in group contract
* Coordination of pre/post program extension trips as requested by your participants at additional fees
* Ensure that the most appropriate fares and best schedules are utilized based on the meeting parameters
* Book car rentals if requested
* Issue all airline tickets and flight itineraries
* Reserve seats where possible
* Provide standard flight arrival/departure manifest in chronological and/or alpha order (Custom reports available at additional fee)
* Issue refunds for returned tickets and make claims for any lost tickets – additional fees (from TOWER or vendor) may apply
* Provide toll free number for flight reservations – same number as standard
* Provide email box for flight reservations and requests
* E-mail attendees electronic ticket itineraries
* Single point of contact for each project
* Analysis of group rates versus corporate or public rates to determine the best arrangement for the University

Complete project billing summary at conclusion of event

* Utilization of Client billing processes and procedures

Hotel Site Search, Inspection and Contract Negotiation (Simple, 2-4 hotels) per project $100.00

Hotel Site Search and Contract Negotiations (Complex, multiple locations & hotels) $100.00/hr

Meeting Planning Assistance –$75.00/hr