**EXHIBIT C**

# Schedule 1 – Transient Pricing Schedule

Please provide your fee structure for all items that would be assessed a charge for services rendered. If there is any item or items listed for which you would not charge, please fill in the space with N/C for no charge. Please include additional items that may not appear on this form if they will be a chargeable item to the traveler or the University.

 “Touchless” Online Telephone or “Touched”

 Transaction \* Transaction

|  |  |  |
| --- | --- | --- |
| Service fee per domestic airline ticket | $7.00 | $20.00 |
| Service fee per international airline ticket | $7.00 | $20.00 |
| Service fee per rail ticket | $7.00 | $20.00 |
| Service fee per on-line booking ticket | $7.00 | $20.00 |
| Service fee for hotel booking with airline/rail ticket | $0.00 | $0.00 |
| Service fee for hotel booking without airline/rail ticket | $5.00 | $5.00 |
| Service fee for car booking with airline/rail ticket | $0.00 | $0.00 |
| Service fee for car booking without airline/rail ticket | $5.00 | $5.00 |
| Service fee for booking ground transportation with airline/rail ticket | $0.00 | $0.00 |
| Service fee for booking ground transportation without airline/rail ticket | $5.00 | $.00 |
| Service fee for processing voids | $0.00 | $0.00 |
| Service fee for processing refunds | $20.00 | $20.00 |
| Service fee for reissuing tickets | Originating Service Fee $7/$20 | Originating Service Fee $7/$20 |
| Service fee for processing upgrade /mileage certificates | $20.00 | $20.00 |
| Non-refundable ticket report | $0.00 | $0.00 |
| Electronic ticket report for refundable tickets | $0.00 | $0.00 |
| Document delivery | $10.00 $0.00 – Pass through if outside of U of C Vendor | $10.00 $0.00 Pass through if outside of U of C Vendor |
| Rush document delivery (next day) | $25.00 $0.00 – Pass through if outside of U of C Vendor | $25.00 $0.00 – Pass through if outside of U of C Vendor |
| Service fee for paper ticket | $20.00 (Airline imposed fee) | $20.00 (Airline imposed fee) |
| 24-hour emergency service fee per domestic ticket | $20.00 per call | $20.00 per call |
| 24-hour emergency service fee per international ticket | $20.00 per call | $20.00 per call |
| 24-hour emergency service fee with assistance on flight changes, hotel, car  | $20.00 per call | $20.00 per call |
| Other: |  |  |
| Other Cliqbook Fees, including but not limited to: GT3 Limo transactions, Web fare, registration, direct connect, or any services or fees not provided as standard by Cliqbook, such as those listed as “Additional Service Fees” in the standard Cliqbook Alliance Agreement, From Revision Date: 05/08/06 | Will be quoted upon request of the specific service |  |

# Schedule 2 – Athletic Team Pricing Schedule

**TRANSACTION Fee** all tickets $7.00 online/$20 agent assisted

ANY TICKET MORE THAN A CIRCLE TRIP $\_\_\_\_20.00\_\_\_\_\_\_\_

INTERNATIONAL TICKETS $\_\_\_\_\_\_\_\_20.00\_\_\_

**EXCHANGES**: $20.00 Individual Exchanges – non group

 $0.00 Any name change on a group reservation

 $20.00 Reissue due to a fare decrease

**\*VOUCHERS:** $20.00 Any type of airline voucher/certificate

**\*SPLIT PYMTS:** $20.00 Different form of payment or split billing to 2 different schools/departments

**REFUNDS:** $20.00 No penalty tickets

 $20.00 Group/Penalty tickets

**GROUPS**: $20.00 Per ticket service fee

 $20.00 Individual name changes for tickets within a group block

 $20.00 Group deviations

**TOURNAMENT:** $20.00 Per ticket service fee for any travel with changeable returns (Individuals)

# Schedule 3 – Meeting/Group Services Pricing Schedule

If there is a sliding scale for the tickets based on the size of the group, please so indicate.

Domestic Tickets issued $20.00 per transaction, discounted $1.00 per transaction for every 100 passengers, paid after the group travels. For example, a group of 100 would earn a $1.00 discount per transaction, whereas a group of 400 would earn a $4.00 discount per transaction.

Domestic Tickets refunds, exchanged, voids $20.00 per transaction, no additional charge for voids after the original transaction issuance charge.

International Tickets issued $20.00 per transaction, discounted $1.00 per transaction for every 100 passengers, paid after the group travels. For example, a group of 100 would earn a $1.00 discount per transaction, whereas a group of 400 would earn a $4.00 discount per transaction.

International Tickets refunded, exchanged, voided $20.00 per transaction, no additional charge for voids after the original transaction issuance charge.

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
* Block seats, negotiate fares and contracts
* 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
* 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 flight arrival/departure manifests in chronological and alpha order
* Issue refunds for returned tickets and make claims for any lost tickets
* Provide ticket reports
* Provide toll free number for flight reservations
* Provide eMail box for flight reservations and requests
* Insert enclosures
* Mail attendees electronic ticket receipts

Hotel Site Search 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 – a la carte $75.00/hr

Meeting Planning Assistance – full project management $ quoted

Airport Ground Transportation Coordination-- $750/day

On-site meeting planning coordination – Domestic locations $750/per day, International locations will be quoted based on location, duration, etc.

Site Inspections – Domestic $750/per day, International locations will be quoted based on location, duration, etc.

Services provided in exchange for above fees include:

* Single point of contact for each project
* Analysis of net rates versus commissionable rates (when available) to determine best arrangement for the University of Chicago
* Statement of services provided and payment schedule outlined in a customized Letter of Agreement for each project
* Complete project billing summary at the conclusion of each project
* Utilization of the University of Chicago billing processes and procedures
* Reasonable out of pocket administrative costs (phone, fax, copies, etc.) will be charged to each project based on actual usage