

PROPOSED FEE STRUCTURE FOR TRAVEL MANAGEMENT SERVICES (INCL. VAT)	
SERVICE	PRICE
Online booking tool management fee	
Air ticket – International and Regional	
Online licensing fees	
Air ticket – Domestic	
Reissue/Exchange of tickets	
Accommodation reservation fee	
Conference booking fee	
Car reservation fee	
Airport transfers reservation fee	
Travel Insurance issuance fee	
Visas application fee (per application)	
Foreign Currency fee	
Emergency/Afterhours service fee	
Cancellation fee	
Back office processing fee	
No show fees	
Delivery of documents	
Refunds	
Other	