



## TRAVEL MANAGEMENT FEES

	BASIC	CLASSIC	PREMIER	VIP
<b>PERSONALIZED TRAVEL PLANNING</b>	\$75 up to 10 hours of planning	\$150 up to 12 hours of planning	\$300 up to 15 hours of planning	\$500 up to 20 hours of planning
\$25 fee before quotes given non-refundable does not go towards package. Good for 10 days after quote is given.	All trips BUT Europe or complex trips			
	Up to 2 adults and 2 kids (17 and under)	Up to 2 adults and 2 kids (17 and under)	Up to 2 adults and 2 kids (17 and under)	Up to 2 adults and 2 kids (17 and under)
Additional adult per room	\$25	\$50	\$75	\$100
Additional child (17 and under) per room	\$10	\$25	\$50	\$75
<b>BEFORE YOUR TRIP   ALL TRIPS</b>				
Phone or email consultation to get travel preferences-estimate price range for trip	✓	✓	✓	✓
Quote, suggest and purchase insurance	✓	✓	✓	✓
Ability to change credit card on file	✓	✓	✓	✓
Verifying travel docs to booking confirmation for seamless check in at airport	✓	✓	✓	✓
Reserve pre/post flight hotel (Upon Request)	✓	✓	✓	✓
Add reward numbers to booking (Upon Request)	✓	✓	✓	✓
Final payment reminders	✓	✓	✓	✓
Monthly file check to make sure nothing is missed	✓	✓	✓	✓
Ground Transportation (not including rail, taxi or uber/lyft)	✓	✓	✓	✓
Payment plan options (monthly payment plan set up) (Upon Request)	✓	✓	✓	✓
Upgrade flights/seats, room category after booking (Upon Request)	\$25	\$25	✓	✓
Before trip planning meeting to go over final docs (phone or in office)	\$25	\$25	✓	✓
Change or Cancel fees	\$150/person	\$100/person	\$75/person	1 Change/Cancel for free after that \$50/person
Book tours, activities and experiences	Suggest	Suggest	✓	✓
Coordination of photographer during trip (Upon Request)	Suggest	Suggest	Suggest	✓
Restaurant reservations and suggestions (Upon Request)		Suggest	Suggest	✓
Advice on travel restrictions for your destination		✓	✓	✓
Assistance with Required Visas, international forms			Advise	Advise
<b>TRAVEL APP INCLUSIONS</b>				
Ready for take-off guide	✓	✓	✓	✓
What to do during a travel emergency/delay guide	✓	✓	✓	✓
TSA check-list	✓	✓	✓	✓
Baggage information	✓	✓	✓	✓
Printing of travel docs (for mailing or pickup at office)	\$15	\$15	✓	✓
Full itinerary via app (itinerary items you book on your own)		✓	✓	✓
Destination guide (weather, packing lists, tips, etc)		✓	✓	✓
<b>DURING TRAVEL</b>				
Available via app/text or phone call during travel for general questions	Hours 8am-5 pm   M-F	Hours 8am-5pm   M-F	Hours 8am-5pm   M-F	Hours 8am -5pm   M-F
Available for emergency flight changes/cancellations/delays	Hours 7am-7pm  7 days a week	Hours 7am-7pm   7 days a week	24/7	24/7
After business hours fee (Upon Request)	\$35/hour	\$25/ hour	✓	✓
<b>AFTER TRAVEL</b>				
Insurance claim documentation sent to you to submit to insurance	✓	✓	✓	✓
Assistance with filing a claim	\$75	\$75	\$75	✓
Assistance with filing a claim with airline for refund/downgrade of service	Provide link for client to do on own	Provide link for client to do on own	Provide link for client to do on own	✓

"Suggest" = vetted recommendations based on your preferences that you book independently via link or contact info

\*\*These are services we offer, please note by booking some of these services there may be an additional cost due to the supplier. For example, making a spa appointment, this chart does not include the cost of the actual appointment or reservation being made, only our time to do this on your behalf.

