

## New Travel Agency Service Fees effective July 1, 2004

### Corporate Travel Planners Inc. (CTPI)

you may e-mail your request using the  
[CTPI reservation request form](#)

Austin Office:  
512-912-0093 / 800-906-3002  
512-912-8493 - Fax  
After hours emergency service:  
800-441-6512 Access code (V.I.T. code) S56R.  
\*Emergency service has additional fee of \$10.00.

San Antonio Office:  
800-523-9036  
210-366-9581 - Fax

<b>CTPI Fees</b>	
Issue ticket	\$16.35
Exchange ticket w/airline additional collection	\$11.35
Refund ticket	\$0
Car/Hotel Only	\$11.35
After hours emergency service (per call)	\$16.35

### **STA Travel**

512-479-7400  
866-210-4010 - Toll Free in Texas  
512-472-2913 - Fax

<b>STA Fees</b>	
Issue, exchange ticket	\$22.35
Refund ticket	\$26.35
Car/Hotel Only	\$11.35
After hours emergency service (per call)	\$26.35

### **Navigant International Travel**

you may e-mail your request using the  
[Navigant reservation request form](#)

1-800-798-0292 Toll Free  
512-459-8203 - Local  
512-459-8801 - Fax

\*when Navigant agent's air schedule and fare research is  
handled via their computer reservation system only.

\*\*when Navigant agent's air schedule and fare research is  
handled via both their computer reservation system and an  
international consolidator agency that sells discounted  
international airfares.

<b>Navigant Fees</b>	
Issue, exchange or refund a domestic ticket	\$26.35
Issue, exchange or refund International ticket *	\$33.35
Issue, exchange or refund International ticket **	\$51.35
Car/Hotel Only:	\$11.35
After hours emergency service (per call)	\$16.35