

## **Travel Agency Service Fees**

This serves to inform you that in response to recent airline commission cuts to travel agencies, the Office of Fleet Administration is allowing authorized travel agencies to charge a service fee. The service fee is an authorized cost to be paid to travel agencies that allows them to continue to offer quality services, while maintaining their current service base. The service fees established by each agency are as follows:

### Council Travel

Processing/issuing of ticket - \$20.00  
Cancellations/refunds/voids - \$20.00  
Changes/exchanges - \$10.00

### Mark Lewis Travel

5% of ticket price not to exceed \$50.00 per domestic round trip ticket and \$100.00 for international round trips.

### Travel Shoppe

10% of ticket price not to exceed \$50.00 per domestic round trip ticket and \$100.00 for international round trips.

For questions regarding service fees, please contact Tamara Cochran at 278-4019. Thank you.