

## SECTION 14: RATES

<u>Service</u>	<u>Fee per Transaction</u>
Full-Service agent Booking Fee	\$18.00
Hotel and car only agent assisted booking fee	\$5.00
Online Booking (unassisted) Fee for CTM's Lightning Tool (can access the tool through CTM Portal)	\$3.00
Online Booking (unassisted) Fee for NuTravel, Concur and GetThere (can access the tool through CTM Portal)	\$5.00
Online Booking (agent assisted) Fee - Reverts to Full-Service agent Booking Fee	\$18.00
After Hours agent fee	\$15.00
Online Direct Connect	\$6.00
VPay Client Credit Card (per Hotel Bill) (via CTM Hotel Bill)	\$6.50
CTM Approve (this the automated pre-trip approval process where a Participating Entity can indicate which reservations they want to have approved; and when a reservation requires approval in order to be ticketed, Contractor will identify that, and an email is sent to the listed approver to either accept or decline the requested reservation (Approval Systems) Per Transaction	\$1.00
Human Resources Fee for Concur only (one time set up fee)	\$3,000.00
Single Sign On (SSO) for Concur only (one time set up charge)	\$1,500.00
Additional Services provided by Contractor via Contractor's portal at no extra cost to the Participating Entity/Traveler	
CTM Portal (this is the portal where a Participating Entity will access reporting for its travel program and access to the OBT as well)	No Charge
CTM Tracker and Risk and Alerts (this provides the automated tracking and the risk notifications that are sent to impacted Travelers)	No Charge
CTM Forecaster (part of the technology for budgeting for trips; it is accessed through CTM Portal)	No Charge
CTM Hotel Bill (Contractor's automated billing application)	No Charge
CTM Data (this displays the travel data which an Authorized User can access through CTM Portal)	No Charge