

Transaction Fees		
Transaction Type	Fee Amount	Application of Fee
Concur Online Transactions		
Concur online Air/Rail Transaction	\$8.00	<ul style="list-style-type: none"> <li>•Fee applies when a traveler books Air/Rail on Concur Travel</li> </ul>
Concur online Car/Hotel (single transaction)	\$5.00	<ul style="list-style-type: none"> <li>•Fee applies when a traveler books a standalone Car/Hotel only booking on Concur Travel.</li> <li>•Note: Reservations that are made for air, hotel and car at the same time in a single Concur online session, will incur just the air/rail transaction fee.</li> </ul>
WTI Transactions via Phone		
WTI Travel Counselor-Initiated Air/Rail Transaction	\$35.00	<ul style="list-style-type: none"> <li>• Fee applies when a traveler books Air/Rail with a WTI Travel Counselor over the phone</li> <li>• Note: Should a traveler call a WTI Travel Counselor later to add a car or hotel, there is no additional charge as the original agent fee of \$35.00 charged is capped.</li> </ul>
WTI Travel Counselor-Initiated Car/Hotel (single transaction)	\$10.00	<ul style="list-style-type: none"> <li>•Fee applies when a traveler books a standalone Car/Hotel only booking with a WTI Travel Counselor over the phone, which does not include an Air/Rail segment.</li> <li>•Note: Bookings that are made for air/rail, hotel and car at the same time in a single booking session, will incur just the air/rail transaction fee.</li> </ul>
Hybrid Transactions - (Reservation initiated on Concur with additions made with a WTI Travel Counselor over the phone)		
WTI Travel Counselor Online Assisted Air/Rail Transaction	\$30.00	<ul style="list-style-type: none"> <li>•Fee applies when a traveler makes a Concur online Car/Hotel only reservation and later calls a WTI Travel Counselor over the phone to add an Air/Rail segment to the existing online reservation.</li> </ul>
WTI Travel Counselor Online Assisted Car/Hotel Transaction	\$10.00	<ul style="list-style-type: none"> <li>•Fee applies when a traveler makes a Concur online Air/Rail reservation and later calls a WTI Travel Counselor over the phone to add a car/hotel to the existing online reservation.</li> </ul>