Group Air

Group Air Category	Group Air - Blocked Space	Group Air - Zone Fares
Group Air Category Definition	10 or more travelers all booked on the same flight	10 or more travelers booked on multiple flights from multiple origin cities to the same destination city
WTI Agent Transaction Fee	$35.00 per ticket	$35.00 per ticket
Sourcing Fee	None	None
WTI Cancellation Fee *(Note: Initial consultation/s prior to sourcing is at no cost to CU Travel Arranger's)*	$500.00 cancellation fee will apply if CU Travel Arranger does not move forward with blocked space OR if cancels blocked space after it has been sourced	$500.00 cancellation fee will apply if CU Travel Arranger does not move forward with Zone Fares or OR cancels Zone Fares after they have been sourced

Hotel & Venue Sourcing

Sourcing Category Definition	25 or Less Guest Rooms Per Night	Over 25 Guest Rooms Per Night	Any Number of Guest Rooms Per Night
WTI Sourcing Fees	$500.00 Sourcing Fee charged up front	NO Sourcing Fee	NA
WTI Cancellation Fee *(Note: Initial consultation/s prior to sourcing is at no cost to CU Travel Arranger's)*	$500.00 cancellation fee will apply when: 1. Travel Arranger does not move forward with contract, after the hotel or venue has been sourced 2. Cancels contracted hotel 3. Changes the event date 4. Changes the destination	$500.00 cancellation fee will apply when: 1. Travel Arranger does not move forward to contract sourced hotel 2. Cancels contracted hotel 3. Changes the event date 4. Changes the destination	$500.00 cancellation fee will apply when: 1. Travel Arranger does not move forward to contract sourced hotel 2. Cancels contracted hotel 3. Changes the event date 4. Changes the destination

Strategic Meetings Management (SMM) Services

Additional fees/penalties will be discussed and agreed upon during initial consultation/s with the CU Travel Arranger and will be included in the Statement of Work, (SOW) for each group/event, for review and execution.