

Corporate Travel Planners (CTP) has been awarded a new travel services contract for a three-year period beginning January 1, 2009.

The service fees will remain the same as the previous contract for a four (4) month period. Rates will increase on May 1, 2009. At which time, travelers will have the option to use the CTP full service or the new ON-LINE Booking Tool.

<u>FULL SERVICE AGENCY FEES</u>	<u>Current</u>	<u>Effective May 1, 2009</u>
<u>Issuing Service Fee</u>		
Each domestic issued airline or rail ticket	\$15.00	\$22.00
Each international issued airline or rail ticket	\$18.00	\$30.00
<u>Refund Service Fee</u>		
Each domestic ticket refunded	\$ 0.00	\$15.00
Each international ticket refunded	\$ 0.00	\$15.00
<u>Exchange Service Fee</u>		
Each domestic ticket exchanged	\$ 0.00	\$22.00
Each international ticket exchanged	\$ 0.00	\$30.00
<u>Car/Hotel Only Service Fee</u>		
Each full service domestic or international car or hotel only reservation	\$10.00	\$10.00
<u>24 Hour Emergency Service Fee</u>		
Each call made to emergency service number	\$15.00	\$16.00

A new on-line booking tool is being developed in an effort to reduce service costs. The new booking tool is currently scheduled to be available May 1, 2009.

ON-LINE BOOKING TOOL SERVICE FEES

<u>Issuing Service Fee</u>		
Each domestic airline e-ticket issued	N/A	\$ 7.50
Each international airline e-ticket issued	N/A	\$10.00
<u>Refund Service Fee</u>		
Each domestic or international e-ticket refunded	N/A	\$15.00
<u>Exchange Service Fee</u>		
Each domestic or international e-ticket exchanged	N/A	\$22.00
<u>Changes or Cancellations</u>		
Before e-ticket is purchased	N/A	\$ 5.00
After e-ticket is purchased (reverts to full service, but at a discounted rate since the original ticket was self service booked.)	N/A	\$ 5.00