



STATE OF MISSISSIPPI

CATALOG

962-72
CATALOG NO.

TRAVEL AGENCY SERVICES

DEPARTMENT OF FINANCE AND ADMINISTRATION
OFFICE OF PURCHASING AND TRAVEL
1401 WOOLFOLK BUILDING, SUITE A
501 NORTH WEST STREET
JACKSON, MISSISSIPPI 39201

TRAVEL AGENCY SERVICES

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EFFECTIVE DATES: July 1, 2007 through June 30, 2008

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1. AUTHORITY

- 1.1 This certifies that a contract has been executed between the Office of Purchasing and Travel, an Office of the Department of Finance and Administration for the State of Mississippi and the herein designated contractors pursuant to Section 31-7-7, Mississippi Code of 1972, Annotated, for the services specified herein.

2. APPLICATION

- 2.1 All arrangements made by state agencies for services included under the provisions of this contract shall be made from the contractors receiving the award unless the agency determines that utilization of this contract is not in the best interest of the agency and obtains approval to use another source.

Universities may choose to not use these contracts if they enter into a separate travel agency contract and it is approved by the Office of Purchasing and Travel.

3. RESTRICTION

- 3.1 During the term of this contract no services from the designated contractors shall be made at a rate in excess of that established by the price set out in this contract.

4. OTHER INFORMATION

- 4.1 Purpose: The purpose of this catalog is to establish a contract with contractors who shall provide travel agency services.

- 4.2 Attached Information: To assist travelers in utilizing this contract we have attached several documents as follows:

- A. Contract Information - Vendors, contact numbers, etc.
- B. Travel Agency Summary - name, address, phone number, basic services, fees
- C. Travel Agency Fee Schedules - detail services and fees

- 4.3 Use for Air Travel:

- A. State agency employees may purchase airline tickets from sources other than the contract travel agents. If the traveler chooses an alternate method, he/she should purchase the tickets using a personal credit card and submit a copy of the invoice with the reimbursement request.

If for some reason, such as restricted schedules, the employee must book a flight at a price in excess of the published state contract rate, the agency must, prior to booking the flight, submit a Waiver Request to the Office of Purchasing and Travel. The Office of Purchasing and Travel will review the request and then will approve or deny the request. If approved, the agency shall maintain a copy of the approved Waiver Request in the appropriate file.

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A copy of the approved waiver shall be submitted with the employee's travel voucher.

- B. Universities may purchase from the travel agency which the University has contracted with to supply these services if the contract has been approved by the Office of Purchasing and Travel.

4.4 Use for Hotel/Motel/Car Rental: All other travel arrangements, (hotel/motel, car rental), may be made using the contract travel agencies.

5. CONTRACT ADMINISTRATION

5.1 Questions or problems arising from this contract or subsequent order and delivery procedures should be directed to the Office of Purchasing and Travel, 1401 Woolfolk Building, Suite A, 501 North West Street, Jackson, MS 39201; Phone: 601.359.3409, or via email at travel@dfa.state.ms.us.

6. TRAVEL AGENCY CONTRACTOR IDENTIFICATION

6.1 The Travel Agency Services contracts have been awarded to contractors as follows:

Avanti Travel, Inc. info@avantitravelms.com www.avanticruiseandtour.com	Curtiss M. Brown Three Lakeland Circle Jackson, MS 39216	601.981.9111 - phone 800.748.8744 - toll free 601.982.3945 - fax
Carlson Wagonlit Travel/Garner Travel (MV) mickier@carlsongarner.com www.carlsongarner.com	Mickie Rooker 492 Perkins Extended Memphis, TN 38117	901.761.1708 - phone 800.624.6579 - toll free 901.761.3458 - fax
Corrigan Travel Agency crystal@corrigantravel.com	Glenn Helman 2630 Southerland Street Jackson, MS 39216	601.981.6969 - phone 800.628.6668 - toll free 601.981.6006 - fax
Direct Connection Travel (MV) traveltheworld@bellsouth.net	Carolyn Kimbrough 327 West Park Avenue Greenwood, MS 38930	662.455.2901 - phone 662.453.9035 - fax

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Fair Winds Travel tdickinson@fwtravel.net www.fairwindstravel.com	Terri Dickinson 100 Russell Street College Park, Suite 20 Starkville, MS 39759	662.323.5007 - phone 888.678.7708 - toll free 662.323.5089 - fax
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Gavin Travel Agency, Inc. (MV) gavintravel@gavinco.net	Vern Gavin 419 South State Street Suite C-103 Jackson, MS 39201	601.948.2253 - phone 888.464.2846 - toll free 601.948.2561 - fax
--------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------	------------------------------------------------------------------------

International Tours of Clinton (MV) annpreston@navigant.com	Ann Preston 322B Highway 80 Clinton, MS 39056	601.924.8687 - phone 800.467.2323 - toll free 601.924.8711 - fax
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Let's Travel & Co. lettrav@aol.com	Denise Wilson P. O. Box 2129 Madison, MS 39130	601.853.2614 - phone 601.853.2990 - fax
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Magnolia Travel Agency (MV) magnoliatravel_ms@yahoo.com www.magnoliatravelagency.com	Pat Alonzo 3420 Hardy Street Suite 5 Hattiesburg, MS 39402	601.264.6691 - phone 800.718.8817 - toll free 601.264.7379 - fax
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MTS Travel - Mainstream Travel saundral@mtstravel.com	Sandra M. Lane 1365 East Reed Road Greenville, MS 38703	662.378.8974 - phone 662.378.8983 - fax
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Pro Travel, Inc. (MV) lmccrory@protravel.webmail.com	Linda S. McCrory 2018 Hardy Street Hattiesburg, MS 39401	601.582.3300 - phone 800.523.9979 - toll free 601.544.4912 - fax
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Short's Travel Management (MV) ebrasch@shortstravel.com	Eric Brasch 1203 W. Ridgeway Ave. Waterloo, IA 50701	319.433.0622 - phone 877.849.9386 - toll free 319.234.2490 - fax
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Tanson Travel (MV) ltanson@aol.com www.ytbnet.com/tansontravel	Lessie Tanson 3151 Tangeman Road Stockton, CA 95215	209.931.4292 - phone 209.931.1952 - fax
Travel With Us (MV) msthelma33@yahoo.com www.ytb.com/msthelma	Thelma Smith 133 Brampton Cove Byram, MS 39272	601.371.0998 - phone 601.371.0998 - fax
The Travel Professionals barbara@thetravpro.com	Barbara Hawkins 612B Highway 51, North Ridgeland, MS 39157	601.898.1798 - phone 800.844.8159 - toll free 601.898.8267 - fax
American Express Travelennium, Inc. (MV) hstrickland@travelennium.com www.travelennium.com	Heather Strickland 5050 Poplar Avenue, Suite 115 Memphis, TN 38157	901.762.7040 - phone 800.844.4924 - toll free 901.766.0126 - fax
Turner Travel (MV) turnerztravel@yahoo.com www.turnerstravelsite.com	Lavinia Turner 283 Smith Chapel Road P. O. Box 1533 Laurel, MS 39443	601.425.9665 - phone 601.425.4810 - fax

STATE OF MISSISSIPPI
Travel Agency Services
Fee Schedules

NOTE: ALL FEES ARE PER TRANSACTION/TICKET

Avanti Travel, Inc. Curtiss M. Brown Three Lakeland Circle Jackson, MS 39216 601.981.9111 - phone • 800.748.8744 - toll free 601.982.3945 - fax curtissm@aol.com • www.avanticruiseandtour.com	
Transaction/ticket issue domestic 10% of ticket cost, \$ 25 min, \$ 50 max, plus \$ 10 for paper ticket	Customized management report \$ 150.00
Transaction/ticket issue international 10% of ticket costs, \$ 125 max	Account research \$ 50.00
Re-issue/exchange \$ 25.00	Ticket copies (issued by Avanti) \$ 7.50
Cancellation/refund/void \$ 30.00	Invoice copies (issued by Avanti) \$ 7.50 Per copy
Split payment \$ 70.00	Invoices for hotel and car only bookings \$ 7.50 Per invoice
Form of payment change \$ 50.00	Bad check fee \$ 50.00
Lost ticket filing \$ 25.00	Long distance calls/fax USA \$ 7.50 Per call
Frequent flyer upgrading \$ 20.00	International calls/fax \$ 15.00 Per call
Issue fee with discount coupon/certificate \$ 50.00	Overnight mail delivery \$ 15.00 Per package
Free ticket reservations \$ 75.00	2 nd day mail delivery \$ 10.00 Per package
Transaction/ticket issue non commissionable tickets \$ 34.00	Delivery/Pick up \$ 16.00 Per trip
Non commissionable hotels/vehicle reservations \$ 10.00	Visa processing (per country) \$ 25.00 Per passport (in addition to consular & visa charges)
Standard management report \$ 75.00	Foreign currency drafts for foreign payments \$ 50.00
Will you honor the proposed fees/rates for city/county employees on business? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Will you honor the proposed fees/rate for spouses? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<i>Service fees may be charged to Visa, MasterCard, American Express, Discover, and Diner's Club</i>	

**STATE OF MISSISSIPPI
Travel Agency Services
Fee Schedules**

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Carlson Wagonlit Travel (MV) Mickie Rooker 492 Perkins Extended Memphis, TN 38117 901.761.1708 - phone • 800.624.6579 - toll free 901.761.3458 - fax mickier@carlsongarner.com • www.carlsongarner.com	
Domestic Transaction Fee \$ 20.00	International Transaction Fee \$ 45.00
Round-the-World Fee (Intl) \$ 75.00	RESX Website Setup Fee \$ 75.00
RESX Online Fee \$ 10.00	After-Hours Service Fee (Call) \$ 15.00
Complimentary Car and Hotels \$ 0	Complimentary Voids \$ 0
Complimentary Reports \$ 0	
All Applicable Airline Fees collected at time of ticketing - \$ 2.00 - \$ 4.00	
Will you honor the proposed fees/rates for city/county employees on business? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Will you honor the proposed fees/rate for spouses? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

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Corrigan Travel Agency Glenn Helman 2630 Southerland Street Jackson, MS 39216 601.981.6969 - phone • 800.353.6328 - toll free 601.981.6006 - fax crystal@corrigantravel.com	
Domestic Airline/Train ticket/Re-issue/Exchange 10% of ticket cost, \$ 35.00 minimum, \$ 45.00 maximum	International Airline/Train ticket/Re-issue/Exchange \$ 50.00
Free Ticket Reservations \$ 50.00	Cancellations/Refunds/Voids \$ 35.00
Frequent Flyer upgrade \$ 20.00	Hotel & Car reservations, no air \$ 15.00
Non-commissionable hotel & car reservations\$ 10.00	Lost ticket filing \$ 20.00
Standard management report No charge	Ticket and/or Invoice copy \$ 6.00 per copy
International calls and faxes \$ 15.00	Pickup/Delivery \$ 15.00
Overnight mail delivery \$ 20.00	2 nd day mail delivery \$ 10.00
Account Research \$ 50.00	Bad Check Fee \$ 40.00
After Hours Phone Number 800.628.6668	
Will you honor the proposed fees/rates for city/county employees on business? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Will you honor the proposed fees/rate for spouses? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

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Direct Connection Travel (MV) Carolyn Kimbrough 327 West Park Avenue Greenwood, MS 38930 662.455.2901 - phone • 866.455.2901 - toll free 662.453.9035 - fax traveltheworld@bellsouth.com	
Ticket Fee \$ 35.00	Hotel/Car Fee \$ 10.00
Management Reports \$ 50.00 and up	E-tickets delivered same day
Will you honor the proposed fees/rates for city/county employees on business? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Will you honor the proposed fees/rate for spouses? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

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Fair Winds Travel Morris E. Capouya 100 Russell Street College Park, Suite 20 Starkville, MS 39759 662.323.5007 - phone • 888.678.7708 - toll free 662.323.5089 - fax mcapouya@fwtravel.net • www.fairwindstravel.com	
Domestic Airline Reservation \$ 34.00	International Airline Reservation \$ 60.00
Hotel/Car Reservations (Without Air) \$ 10.00	\$ 200,000.00 Flight Insurance Free
Cancellation/Void/Refunds \$ 15.00	Airline Ticket Exchange \$ 25.00
Change Form of Payment \$ 35.00	Ticket Copies \$ 5.00
Customized Reports \$ 50.00	Free Ticket Reservations \$ 75.00
Returned Check Fee \$ 25.00	Invoice Copies \$ 5.00 per invoice
Management Reports No Charge	Paper Ticket Delivery Overnight Delivery
Personal/Spouse Reservations Same Fees	After Hours Telephone Service 800.300.1238
Will you honor the proposed fees/rates for city/county employees on business? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Will you honor the proposed fees/rate for spouses? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

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<p>Gavin Travel Agency, Inc. (MV) Vern Gavin 419 S. State Street, Suite C-103 P. O. Box 20092 Jackson, MS 39289 601.948.2253 - phone • 888.464.2846 - toll free 601.948.2561 - fax gavintravel@gavinco.net</p>	
Transaction/ticket issue domestic 10% of ticket cost, \$ 30 min, \$ 200 max, plus \$ 10 for paper ticket	Transaction/ticket issue international 10% of ticket costs, \$ 250 max
Re-issue/exchange \$ 25.00	Cancellation/refund/void \$ 30.00
Split payment \$ 70.00	Form of payment change \$ 50.00
Lost ticket filing \$ 25.00	Frequent flyer upgrading \$ 20.00
Issue fee with discount coupon/certificate \$ 50.00	Free ticket reservations \$ 75.00
Transaction/ticket issue non commissionable tickets \$ 34.00	Non commissionable hotels/vehicle reservations \$ 10.00
Standard management report \$ 75.00	Customized management report \$ 150.00
Account research \$ 50.00	Ticket copies \$ 7.50 Per copy
Invoice copies \$ 7.50 Per copy	Invoices for hotel and car only bookings \$ 7.50 Per invoice
Bad check fee \$ 50.00	Long distance calls/fax USA \$ 7.50 Per call
International calls/fax \$ 15.00 Per call	Overnight mail delivery \$ 15.00 Per package
2 nd day mail delivery \$ 10.00 Per package	Delivery/Pick up \$ 16.00 Per trip
Visa processing (per country) \$ 25.00 Per passport (in addition to consular & visa charges)	Foreign currency drafts for foreign payments \$ 50.00
<p>Will you honor the proposed fees/rates for city/county employees on business? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Will you honor the proposed fees/rate for spouses? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p><i>Service fees may be charged to Visa, MasterCard, American Express, Discover, and Diner's Club</i></p>	

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International Tours of Clinton (MV) Ann Preston 322B Highway 80 Clinton, MS 39056 601.924.8687 - phone • 800.467.2323 - toll free 601.924.8711 - fax ann.preston@navigant.com	
Transaction/Airline ticket issue Domestic \$ 40.00 Per ticket	Transaction/Airline ticket issue International \$ 80.00 per ticket up to \$ 2000 \$ 150.00 Per ticket \$ 2000 and over
Transaction/Amtrak ticket issue \$ 20.00	Re-issue/exchange \$ 50.00
Cancellation/refund/void \$ 50.00	Split payment or form of payment change \$ 50.00
Lost ticket filing \$ 50.00	Frequent flyer upgrading \$ 20.00
Issue or exchange involving discount coupon/certificate \$ 50.00	Non commissionable hotels/vehicle reservations Domestic \$ 15.00
Non commissionable hotels/vehicle reservations International \$ 25.00	Standard management report \$ 25.00
Customized management report \$ 75.00	Account research \$ 50.00
Ticket copies (issued by Int'l Tours) \$ 7.00 Per copy	Invoice copies (issued by Int'l Tours) \$ 7.00 Per copy
Invoices for hotel and car only bookings \$ 7.00 Per copy	Bad check fee \$ 50.00
International calls/faxes \$ 15.00 Per call or fax	Overnight mail delivery \$ 20.00 Per package
2 nd day mail delivery \$ 10.00 Per package	Delivery/pick up \$ 15.00 Per trip
Visa Processing (per country) \$ 25.00Per passport plus consular and visa fees	Foreign currency drafts for foreign payments \$ 50.00
Will you honor the proposed fees/rates for city/county employees on business? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Will you honor the proposed fees/rate for spouses? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<i>Service fees may be charged to American Express, Visa, Mastercard and Discover.</i>	
<i>In event of personal leisure travel, International Tours charges planning and consultation fees of \$ 50-150 depending on type of booking.</i>	

**Travel Agency Services
Fee Schedules**

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Let's Travel & Co. Denise Wilson 116 Dumaine Place Madison, MS 39110 601.853.2614 - phone • 800.962.3263 - toll free 601.853.2990 - fax lettrav@aol.com	
Ticket Fee \$ 35.00	Tickets Delivered E-mail, fax, or mail If mailed arrives within 2 days
Re-issue fee \$ 35.00	
Will you honor the proposed fees/rates for city/county employees on business? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Will you honor the proposed fees/rate for spouses? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

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<p>Magnolia Travel, Inc. (MV) Pat Alonzo 3420 Hardy Street, Suite 5 Hattiesburg, MS 39402 601.264.6691 - phone • 800.718.8817 - toll free 601.264.7379 - fax magnoliatravel_ms@yahoo.com • www.magnoliatravelagency.com</p>	
Transaction/Ticket Issue - Domestic \$ 30.00 Per Transaction/Ticket	Transaction/Ticket Issue - International \$ 50.00 Per Transaction/Ticket
Re-issue/Exchange \$ 25.00	Cancellation/Refund/Void \$ 25.00
Split Payment \$ 70.00	Form of payment change \$ 50.00
Lost ticket filing \$ 25.00	Frequent Flyer upgrading \$ 30.00
Issue fee with discount coupon/certificate \$ 50.00	Free Ticket Reservations \$ 75.00
Non Commissionable hotels/vehicle reservations No air \$ 20.00	Standard management report \$ 50.00
Customized management report \$ 150.00	Account Research \$ 50.00
Bad Check Fee \$ 50.00	Long Distance Calls/Fax USA \$ 7.50 Per Call
International Calls/Fax \$ 15.00 Per Call	Overnight mail delivery \$ 15.00 Per Package
2 nd Day delivery \$ 10.00 Per Package	Visa Processing (per country) (in addition to consular & visa charges) \$ 25.00 Per Passport
Foreign currency drafts for foreign payments \$ 50.00	\$150,000 Flight Insurance Free
<p>Will you honor the proposed fees/rates for city/county employees on business? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Will you honor the proposed fees/rate for spouses? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p><i>Service fees may be charged to Visa, MasterCard, American Express, and Discover</i></p>	

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Mainstream Travel Saundra Lane 1365 East Reed Road Greenville, MS 38703 662.378.8974 - phone • 800.562.6356 - toll free 662.378.8983 - fax saundral@mtstravel.com	
Domestic E-Ticket \$ 35.00	International E-Ticket \$ 50.00
Domestic Paper Ticket \$ 50.00	International Paper Ticket \$ 50.00
Airline Segment Fees .80 Per Segment	Amtrak \$ 15.00
Car/Hotel/No Air \$ 10.00	Re-issue/exchange \$35.00
Cancellation/Refund/Void \$ 35.00	Lost ticket filing \$ 25.00
Frequent flyer upgrade \$ 10.00	Issue Fee with discount coupon/certificate \$ 25.00
Frequent flyer reservation \$ 50.00	Non commissionable hotels/vehicle reservations \$ 10.00
Standard reservation report \$ 25.00	Customized management report \$ 75.00
Ticket copies \$ 10.00 Per copy	Invoice copies \$ 10.00 Per copy
Invoices for hotel and car only bookings \$ 10.00 Per invoice	Bad Check Fees \$ 50.00
International calls/faxes \$ 15.00 Per call/fax	Overnight mail delivery \$ 15.00 per package
Standard Overnight \$ 12.00 Per package	2 nd day mail delivery \$ 10.00 Per package
Saver Express/3 business days \$ 9.00 per package	Delivery/Pick up \$ 15.00
Visa processing (per country) \$ 25.00 Per passport (in addition to consular & visa charges)	Foreign currency drafts for foreign payments \$ 50.00 Per Transaction
Will you honor the proposed fees/rates for city/county employees on business? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Will you honor the proposed fees/rate for spouses? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<i>Service fees may be charged to Visa, MasterCard, American Express, Discover, or Diner's Club</i>	

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Fee Schedules**

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Pro Travel, Inc. (MV) Linda S. McCrory 2018 Hardy Street, Suite B P. O. Box 16568 Hattiesburg, MS 39401 601.582.3300 - phone • 800.523.9979 - toll free 601.544.4912 - fax lmccrory@protravel.webmail.com	
Transaction/ticket issuance fee - Domestic \$ 30.00	Transaction/ticket issuance fee-International \$ 50.00
Re-issue/exchange fee \$ 25.00 per ticket	Issue fee w/discount Coupon/Certificate \$ 25.00 per ticket
Ticket copies \$ 5.00 each	Invoice copies \$ 5.00 each
Overnight delivery \$ 15.00 per package	Return check fee \$ 50.00 per check
Will you honor the proposed fees/rates for city/county employees on business? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Will you honor the proposed fees/rate for spouses? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

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Short's Travel Management (MV) Eric Brasch 1203 West Ridgeway Avenue Waterloo, IA 50701 319.433.0622 - phone • 877.349.9386 - toll free 319.234.2490 - fax ebbrasch@shortstravel.com • www.shortstravel.com		
All domestic air tickets are produced as electronic tickets (itinerary/invoice) and are delivered via e-mail immediately upon completion of the reservation. For travelers without e-mail, PDF printouts of the ticket/itinerary/invoice are delivered by first class mail. Where a paper ticket must be used, delivery is by overnight courier		
Basic Agency Service Fees per person	Individual Rate	Group Rate
\$100,000 Flight Insurance	Included	Included
Air charter commissionable rates	N/A	Included
Air charter non-commissionable rates	N/A	Quoted
Agent assisted bookings, domestic	30.00	15.00
Telephone transaction, commissionable hotel/car only	30.00	15.00
Telephone transaction, non-commissionable hotel/car only	Included	Included
Online-booking system transaction, no touch	10.00	5% of Gross
Online-booking system transaction, agent assisted	15.00	N/A
Online-booking system transaction, hotel and/or car only	30.00	N/A
24-hour service calls (emergency) per occurrence	5.00	N/A
Value Added Services	Individual Rate	Team Rate
Standard & Custom Reports	Included	Included
Visa / Passports	At Cost	At Cost
Data Handoff for Reconciliation of air expenses	Included	Included
Non-refundable ticket tracking	Included	Included
Name changes & Paper ticket fees	15.00 + Airline Cost	15.00 + Airline Cost
Ticket Refunds	Included	Included
Ticket cancellations	Airline Cost	Airline Cost
Ticket Voids	Included	Included
Hotel reservation cancellations	Included	Included
Alumni & Fan Trips	Quoted	Quoted
Services Included in Basic Fees Included		

Air, hotel, car and rail reservations	Traveler profile management
Web access to travel information	Ad hoc reports
Reports by multiple business units (Teams)	Data handoff for Reconciliation of central air billings
Tracking of unused tickets	Agency preferred hotel program (generic)
Employee seminars and/or travel arranger training	Development and/or maintenance of travel portal
Consultant services	Account management
Automated quality control	Agency service performance monitoring and reports
Customer satisfaction surveys	Supplier negotiation support and assistance
Regular communication via newsletter	Airfare audit
Urgent traveler communication	Airlines, offer non-GDS airline booking
Booking of non-GDS hotels	Internet fares
Airline direct fares	
Services Included in Basic Fees Excluded	
Domestic 24-hour emergency services	International travel support services 24/7
Executive or VIP services	Dedicated reservation agents
Visa / passport processing	Satellite ticket printers (STP)
Leisure travel services offered to employees	VIP services to faculty and coaches
Will you honor the proposed fees/rates for city/county employees on business? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Will you honor the proposed fees/rate for spouses? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<i>Service fees may be charged to Visa, MasterCard, American Express, Discover, and Diner's Club</i>	

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<p>Tanson Travel (MV) Lessie Tanson 3151 Tangeman Road Stockton, CA 95215 209.931.4292 - phone • 209.931.1952 - fax ltanson@aol.com www.ytbnet.com/tansontravel</p>
<p><u>Ticket and Delivery Fees</u></p> <p>Whenever possible, air tickets are issued as E-Tickets at a charge of \$17.00 service fee which is required of all of the major airline carriers. If a reservation requires a paper ticket, there is an airline assessed paper ticket fee of \$ 50.00 and tickets are also sent second day delivery for \$ 13.00 fee. If overnight delivery is requested, the shipping fee increases to 4 25.00 within the continental U.S., Hawaii, or Alaska</p>
<p><u>Management Reports</u></p> <p>Management reports are generated free of charge.</p>
<p><u>Insurance Fees</u></p> <p>Provide trip protection to all clients to protect against unforeseen illness, injury, and baggage loss as an option. The fee will vary according to the service selected.</p>
<p><u>Hotel/Car fees</u></p> <p>The charges includes room rate, tax recovery charges and applicable service fees. Hotel rates are based on double occupancy unless otherwise noted. Charges for extra persons and or children may apply and will be due directly to the hotel at the time of check out. All charges or cancellations prior to arrival will be charged a \$ 25.00 fee. In addition, reservations charged or cancelled within 12 hours of check-in will incur an additional charge per room of 1 night(s) room rate plus tax.</p>
<p><u>Car Fees</u></p> <p>Rental prices are approximate prices and do not include taxes, service charges, fees or incidentals. Car rates are computer in 24 hour periods from your pick-up time. If your drop-off time is later than your pick-up time, the quote will include additional chartges for the extra hours.</p>
<p>Will you honor the proposed fees/rates for city/county employees on business? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Will you honor the proposed fees/rate for spouses? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>

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<p>Travel With Us (MV) Thelma Smith 133 Brampton Cove Byram, MS 39272 601.371.0998 - phone • 601.371.0998 - fax msthelma33@yahoo.com www.ytb.com/msthelma</p>	
<p>Ticket Fee \$ 45.00</p>	<p>Hotel/Car Fee \$ 15.00</p>

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The Travel Professionals Barbara Hawkins 612 B Highway 51, N P. O. Box 868 (39158) Ridgeland, MS 39158 601.898.1798 - phone • 800.844.8159 - toll free 601.898.8267 - fax barbara@thetravpro.com	
Domestic ticket \$ 40.00	International ticket \$ 50.00
Exchanges (domestic) \$ 40.00	Exchanges (international) \$ 50.00
Reports \$ 50.00	Cars/hotels (without air) \$ 15.00
Overnight mail delivery \$ 15.00	Ticket delivery \$ 5.00
Will you honor the proposed fees/rates for city/county employees on business? <input checked="" type="checkbox"/> Yes ___ No Will you honor the proposed fees/rate for spouses? <input checked="" type="checkbox"/> Yes ___ No	

**STATE OF MISSISSIPPI
Travel Agency Services
Fee Schedules**

NOTE: ALL FEES ARE PER TRANSACTION/TICKET

Travelennium (MV) Heather Strickland 5050 Poplar Avenue, Suite 115 Memphis, TN 38157 901.767.0761 - phone • 800.844.4924 - toll free 901.766.0126 - fax msaemenes@travelennium.com • www.travelennium.com	
Full Service Domestic e-Ticket \$ 25.00	Full Service International e-Ticket \$ 35.00
Hotel/Car Reservation FREE	Train Ticket \$ 25.00
Customized Management Reports FREE	\$ 100,000 Flight Insurance FREE
City Specific Reports for Travelers Available Upon Request (Not all cities available.) FREE	
Will you honor the proposed fees/rates for city/county employees on business? <input checked="" type="checkbox"/> Yes ___ No Will you honor the proposed fees/rate for spouses? <input checked="" type="checkbox"/> Yes ___ No	
<i>Service fees may be charged to most major credit cards.</i>	

**STATE OF MISSISSIPPI
Travel Agency Services
Fee Schedules**

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Turner Travel, LLC (MV) Lavinia Turner 283 Smith Chapel Road P. O. Box 1533 Laurel, MS 39443 601.425.9665 - phone • 601.425.4810 - fax turnerztravel@yahoo.com • www.turnerstravelsite.com	
Transaction/ticket issue - Domestic \$ 15.00, plus 5% of the total price, \$ 35.00	Transaction/ticket issue - International \$ 15.00, plus 5% of the total price, max \$ 100.00
Re-issue/exchange fee \$ 10.00 per ticket	Issue fee w/discount Coupon/Certificate \$ 25.00 per ticket
Ticket Copies \$ 5.00 each	Invoice copies \$ 5.00 each
Overnight delivery \$ 15.00 per package	Return check fee \$ 35.00 per check
Standard Management Reports \$ 75.00	Invoices for hotel and car only bookings \$ 7.00 per invoice
Will you honor the proposed fees/rates for city/county employees on business? <input checked="" type="checkbox"/> Yes ___ No Will you honor the proposed fees/rate for spouses? <input checked="" type="checkbox"/> Yes ___ No	