



Vacation Planning & Reservation Services

BCD Travel, Leisure Services guarantees the lowest price at the time of booking with any of our preferred travel partners*

* - Low price guarantee applies to all published rates with any of our preferred suppliers. If a lower price is found, written confirmation must be faxed or emailed at time of booking. We cannot guarantee rates obtained as a result of special group or affinity pricing not open for sell to the general public.

Services	Fees	
Agent Assisted Reservations	Domestic / International Airline Ticket – per ticket	\$40 & \$50
	Car or Hotel Reservations	\$30
	Refund, Void, Exchange or Reissue any Airline Ticket	\$40
	Cruise Bookings and Tour Packages	\$0
	Rail Reservations	\$40
Online Bookings	Airline Tickets	\$15
	Car or Hotel Reservations	\$5

Special Note: Our competitive service fees apply only to select services not made in conjunction with a cruise or tour package. Generally, the savings you receive with your special discounts will more than offset these fees. Our vacation specialists are trained to assess your travel needs and recommend the best solutions to fit your travel schedule and budget. Our vacation specialists will give you the best value for your travel dollar by offering you the best combination of schedule, convenience and price for your travel requirements.

Additional services where fees may apply	Complimentary Services
<ul style="list-style-type: none"> ▪ Cancellation of a cruise or tour booking after deposit \$50.00 per person ▪ Dinner or theater reservations \$50.00 per booking ▪ Foreign independent travel planning deposit (non-refundable) \$100.00 ▪ Visa processing (not including official visa fees or applicable express mail charges) \$25 + costs per country ▪ Overnight delivery requested by client \$20 weekday delivery ▪ Frequent flyer information, including copy of past airline tickets purchased through BCD Travel \$25 per copy ▪ Ticket or Invoice copies \$25 per copy ▪ Frequent flyer or Free ticket reservations \$75.00 per person ▪ Customized Website \$500.00 one time setup fee 	<ul style="list-style-type: none"> ▪ Cruise bookings ▪ Tour or packages ▪ Travel Rewards (gift certificate program) ▪ Individual Incentive program ▪ Small group services ▪ Participation in vendor show