

Selective Travel Management:

There will only be one fee per booking, showing on one line of the invoice and the fee will take into account all the elements which are booked as per below

Element	Offline
	Fee per person
Low-cost airlines* flight within EU	£7
Low-cost airlines flight**, with a hotel and/or car hire	£7
A scheduled** flight within EU	£10
A scheduled flight** within EU with a hotel and/or car hire	£10
A hotel on its own within Europe	£5 non bill-back £7 full bill-back
A car hire on its own within Europe	£7 all cars are booked on a bill-back basis
Flying Long-Haul (point to point)	£10
Flying Long-Haul (point to point), adding hotels and car hire to the booking	£10
Flying Long-Haul (point to point) and adding a car to the booking	£10
Flying Long-Haul (multi-sector)	£15
Flying Long-Haul (multi-sector) adding hotels and car hire to each of the legs	£15
Booking a hotel only	£5 non bill-back £7 full bill-back
Booking a car only	£7 all cars are booked on a bill-back basis
Booking a hotel and adding a car to the booking	£14
Booking car parking only	£5
Flying within Europe and adding car and hotels to the booking	£10
Flying within Europe (no hotels or car hire required)	£10

Online
Flat fee of £5 for any service(s) booked

*Low-cost airline - the likes of easyJet, Jet2, Ryanair, Germanwings etc

**Scheduled flight within Europe - the likes of British Airways, KLM/AF, Lufthansa etc