

TRAVEL MANAGEMENT SERVICES (STATEWIDE)
Knight Holdings, LLC PS69259 - Contract Pricelist
Effective November 13, 2023

Service	Description of Service	Pricing Structure	NYS Price
Transaction Fees			
Online Airline Transaction Fee	Fee charged when an Authorized User purchases an airline ticket online using the Bidder's Online Travel Reservation System for one transaction.	Per Transaction	\$5.05
Agent Assisted Airline Transaction Fee	Fee charged when an Authorized User utilizes the services of the Contractor's travel agent to purchase airline travel arrangements for one transaction.	Per Transaction	\$15.71
Agent Assisted Group Airline Transaction Fee	Fee charged per ticket when an Authorized User utilizes the services of the Contractor's travel agent to purchase ten or more airline tickets on an identical itinerary.	Per Transaction	\$11.22
Online Rail Transaction Fee	Fee charged when an Authorized User purchases rail tickets online through the Contractor's Online Travel Reservation System for one transaction.	Per Transaction	\$5.05
Agent Assisted Rail Transaction Fee	Fee charged when an Authorized User uses the services of the Contractor's travel agent to purchase rail arrangements for one transaction.	Per Transaction	\$5.05
Online Airline Cancellation Transaction Fee	Fee charged when an Authorized User cancels an airline ticket online using the Contractor's Online Travel Reservation System for one transaction.	Per Transaction	\$15.71
Agent Assisted Airline Cancellation Transaction Fee	Fee charged when an Authorized User utilizes the services of the Contractor's travel agent to cancel airline travel arrangements for one transaction.	Per Transaction	\$15.71
Agent Assisted Group Airline Cancellation Transaction Fee	Fee charged per ticket when an Authorized User utilizes the services of the Contractor's travel agent to cancel ten or more airline tickets on an identical itinerary.	Per Transaction	\$11.22
Online Rail Cancellation Transaction Fee	Fee charged when an Authorized User cancels rail tickets online through the Contractor's Online Travel Reservation System for one transaction.	Per Transaction	\$15.71
Agent Assisted Rail Cancellation Transaction Fee	Fee charged when an Authorized User uses the services of the Contractor's travel agent to cancel rail arrangements for one transaction.	Per Transaction	\$15.71

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Exchange Transaction Fee	Fee charged when an Authorized User uses the services of the Contractor's travel agent to voluntarily exchange or reissue an unused or cancelled airline or rail ticket due to change of airline flight or rail ticket, dates, or routing.	Per Transaction	\$15.71
Online Hotel Only Transaction Fee	Fee charged when an Authorized User reserves hotel online through the Contractor's Online Travel Reservation System for one transaction.	Per Transaction	\$0.00
Agent - Assisted Hotel Only Transaction Fee	Fee charged when an Authorized User uses the services of the Contractor's travel agent to reserve hotel arrangements for one transaction.	Per Transaction	\$5.05
Online Car Rental Only Transaction Fee	Fee charged when an Authorized User reserves car rental online through the Contractor's Online Travel Reservation System for one transaction.	Per Transaction	\$0.00
Agent – Assisted Car Rental Only Transaction Fee	Fee charged when an Authorized User uses the services of the Contractor's travel agent to reserve car rental arrangements for one transaction.	Per Transaction	\$5.05
Online Hotel and Car Rental Only Transaction Fee	Fee charged when an Authorized User reserves hotel and car rental online through the Contractor's Online Travel Reservation System for one transaction.	Per Transaction	\$0.00
Agent – Assisted Hotel and Car Rental Only Transaction Fee	Fee charged when an Authorized User uses the services of the Contractor's travel agent to reserve hotel arrangements and car rental arrangements for one transaction.	Per Transaction	\$0.00
Emergency/After-Hours Call Transaction Fee	Fee charged when an Authorized User utilizes the services of the Contractor's nationwide toll-free telephone number for Emergency/After-Hours Travel Service.	Per Call	\$22.44
UATP Account Transaction Fee	Fee charged when an Authorized User utilizes the services of the Contractor's travel agent to reissue airline tickets from the bank of funds established through the airline's Universal Air Travel Plan (UATP) corporate charge card program. Contractor may charge Authorized Users one transaction fee per trip for tickets issued through this account.	Per Transaction	\$25.00
Other Fee			
Additional Transaction Fee when Exchanging Unused Airline Tickets from Previous OGS Contractor Direct Travel	Fee charged when an Authorized User utilizes the service of the Contractor's travel agent when exchanging unused airline tickets from previous OGS Contractor Direct Travel.	Per Transaction	\$15.71

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Online Reservation System Set-up Fee	One time set-up and implementation fee charged when an Authorized User requires an additional Concur site (RFP Section 3.3 (26), <i>Online Travel Reservation System Requirements</i>).	Per Site	\$0.00
Airline Discounts			
American Airlines Point of Sale Domestic Discount	Point of sale domestic discount (percentage) between Contractor and American Airlines applied per ticket.	Per Ticket	4.00%*
Delta Air Lines Point of Sale Domestic Discount	Point of sale domestic discount (percentage) between Contractor and Delta Air Lines applied per ticket.	Per Ticket	5.00%*
JetBlue Airways Point of Sale Domestic Discount	Point of sale domestic discount (percentage) between Contractor and Jet Blue Airways applied per ticket.	Per Ticket	0.00%
Southwest Airlines Point of Sale Domestic Discount	Point of sale domestic discount (percentage) between Contractor and Southwest Airlines applied per ticket.	Per Ticket	0.00%
United Airlines Point of Sale Domestic Discount	Point of sale domestic discount (percentage) between Contractor and United Airlines applied per ticket.	Per Ticket	4.00%*

*Determined at point of sale based on fare type and subject to availability