



## Travel Department Processing Fees

TRANSACTION TYPE	AAA Member	Non-Member
<b>AIR FEES (per traveler)</b>		
Airline Tickets	\$40	\$60
Airline Ticket Refunds, Reissues and Exchanges	\$40	\$60
Miscellaneous Processing - Coupon, voucher, free ticket, ticket upgrade requests, frequent flyer, online booking assistance(e.g., baggage seat assignment, boarding passes, online checkin, etc.) and other processing	\$40	\$60
<b>RAIL FEES (per traveler)</b>		
Rail Tickets, Ticket Reissue, Exchange or Refund	\$40	\$60
<b>Consultation Fee</b>		
Cancellation Fee - Cruise/Tour/Vacation Package including Discoveries trips - in addition to supplier cancellation fees	\$25 per person	\$25 per person
Custom Itinerary Planning Deposit - fee is paid upfront and is retained whether or not booked. Applied to total cost of booking at final payment.	\$100	\$150
Travel Visa with AAA Booking in addition to actual visa fees	\$50	\$75
Travel Visa without AAA Booking in addition to actual visa fees	\$100	\$150
Verification of documents for non-AAA reservations	\$25.00 per 1/2 hour \$25.00 minimum	\$50.00 per 1/2 hour \$50.00 minimum
<b>Miscellaneous Fees</b>		
Returned Check Fee	\$33	\$33

All fees are per transaction or item. Fees are in addition to any applicable supplier fees. Fees are non-refundable and subject to change without notice

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