



Christopherson Business Travel

<https://www.csum.edu/fiscal-services/concur.html>
Accounts Payable Office Adm Bldg, Rm 109

Travel Service Fees

SERVICE PROVIDED	FEE CHARGED
Concur Airline Booking Fee (per booking)	\$5.00
Airline Booking Fee Non-Concur (per booking)	\$26.00 Domestic
Airline Booking Agent Assisted	\$17.00
Concur Lodging Booking Fee (per room)	\$0.00
Lodging Booking Fee Non-Concur (per room)	\$0.00
Lodging Booking Agent Assisted	\$10.00
Concur Ground Transportation Reservation Fee (per reservation)	\$0.00
Ground Transportation Reservation Fee Non-Concur (per reservation)	\$10.00
Ground Transportation Reservation Fee Agent Assisted (per reservation)	\$10.00
Travel Modification Request Fee (per request)	\$0.00
Conference Booking Fee (per booking)	\$26.00 Domestic - \$35.00 International
Concur International Booking	\$5.00
International Booking Non-Concur	\$35.00
International Booking Agent Assisted	\$17.00
Miscellaneous Fee (if any)	Hotel Prepay Logic – per generated card \$3.00

Christopherson Business Travel may charge a service fee depending on the travel type and service provided.

- The service fees are reimbursable.
- Service fee will come through from US Bank and will load as a separate transaction (available in **Available Expenses**) to be moved over to your Expense Report.
- The charge of the service fee is dependent on the service provided.