


# Memorandum

**To:** Cabinet, CAD  
**CC:** University PIs/AEs  
**From:** Jeffrey J. West   
**Date:** March 18, 2016  
**Re:** Group Travel Fees – University Travel Services

Travel Services provides full-service and knowledgeable travel agents to assist University travelers for their University business travel needs. Our agents have traditionally booked air, rental car and hotel for individual business travel. While this still represents the bulk of the services we provide, our campus users have increasingly diversified the kinds of trips that have become part of “University business.” Recently we have seen significant growth in group travel, which means either ten or more passengers are flying on the same itinerary, or group reservations are being made for hotel or ground transportation.

We welcome and enjoy assisting our campus users with Group Travel, but negotiating on behalf of groups and managing the group reservations are very work intensive. We have been performing these services for our University users without a mechanism to recover the cost of the work we are providing. It is important that we appropriately charge departments that use our services, and that Individual Travel business does not subsidize Group Travel. This memo is meant to provide adequate time to budget for any increased cost to departments who participate in Group Travel.

Beginning July 1, 2016, group reservations will be subject to the attached fee schedule. This schedule will also be published on the Travel web page, on the Schedule of Allowable Rates (<http://fbs.admin.utah.edu/travel/payments-travel-related/travel-allowable/>). This fee structure is similar to what is used at our State of Utah Travel Office, and reflects current industry-standard Group Travel fees. University Group Fees have been set at a cost that will ensure a high quality booking experience at the best possible value.

Travel services has not increased service-related fees for individual domestic or international travel for several years, and is not recommending any price increases for individual travel fees at this time.

We appreciate our University customers and welcome feedback. Please reach out to our Management Team using our ASK US form located on [fbs.admin.utah.edu/travel/question](http://fbs.admin.utah.edu/travel/question).

**Travel Service Fees – Effective July 1, 2016**

	Individual	Group 10-25 Travelers	Group 26-50 Travelers	Group 51-99 Travelers	Group 100+ Travelers
<b>Audit Fee</b>					
In State Driving	\$8.00	\$10.00	\$12.00	\$14.00	\$15.00
Domestic Trip	\$12.00	\$20.00	\$22.00	\$24.00	\$25.00
International Trip	\$20.00	\$25.00	\$30.00	\$40.00	\$50.00
<b>Group Airfare Bookings</b>					
Service Fee per Traveler (Domestic)	–	\$17.00	\$15.00	\$12.00	\$10.00
Refundable Air Ticket	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00
International Air Ticket	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00

**Black** – Current travel fees remain unchanged.

**Red** – New group fees to be implemented effective July 1, 2016.