

Johns Hopkins Travel Program: Service Fee Structure

Like all other travel agencies, World Travel, Inc. charges a nominal transaction fee per booking. The Johns Hopkins Travel Program has helped to secure some of the best rates in the industry.

Booking Type	Vendor Categories	Transaction Fee
Online	Air / Rail reservations (including ancillary services)	\$8
Online	Hotel / Car reservation only	\$5
Online, Agent Assisted	Air / Rail reservation (including ancillary services)	\$20
Full Service	Air / Rail reservations (including ancillary services)	\$35
Full Service	Hotel / Car reservation only	\$5

Frequently Asked Questions:

Q: Is there any fee to research fares online in Concur or over the phone with a WTI agent?

A: No, there is no fee to research fares in the Concur tool or over the phone with a WTI agent. Transaction fees are only incurred at the time of booking (hotel / car) or ticketing (air / rail).

Q: How will the booking fee be applied to my travel reservation?

A: The booking fee will be applied to the primary credit card used at the time of booking / ticketing travel and will appear as a separate charge on your invoice and credit card statement.

Q: Are transaction fees the same for both domestic and international reservations?

A: Yes, the fees for both domestic and international reservations are identical.

Q: Is there any additional fee to change a reservation once it has been booked (i.e., multiple charges)?

A: No, you will not incur any additional service fee to change an existing reservation, although the carrier may charge you a change fee. The exception, however, is for online agent-assisted reservations where an upcharge of up to \$12 may apply.