



28623 – Travel Management Services (NASPO)

Corporate Travel Management - Pricing & Ordering

Contact

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Ordering Instructions

<ol style="list-style-type: none"> 1. Review rates and services to determine if they meet your Agency's needs. 2. To book, contact Lynn Kerntz directly to consult about their services. 3. Additionally, have the following information ready. We have prepared a fillable form to assist with this step. <ol style="list-style-type: none"> a. Name of your Account b. Address c. Phone number d. Main Point of contact name e. Main Point of contact phone f. Main Point of contact email g. Approximate number of traveler profiles h. Approximate number of travelers annually i. Approximate number of employees j. Approximate annual spend k. Do you currently have a travel provider or travel policy? l. Are you interested in an online booking option? 4. Reference DES Contract No. 28623 on your Purchase Order.

Pricing

Service Fee Per Transactions	
Service Fee	Rate (per transaction)
Full-Service Agent Booking Fee	\$18.00
Hotel and Car only agent assisted booking fee	\$5.00
Online Booking (unassisted) Fee for CTM's Lightning Tool	\$3.00
Online Booking (unassisted) Fee for Certify, Concur, and Get There	\$5.00
Online Booking Agent Assisted Fee	\$18.00
After Hours Agent Fee	\$15.00
Online Direct Connect	\$6.00

VPay Client Credit Card (per Hotel Bill via CTM Hotel Bill)	\$6.50
CTM Approve	\$1.00
One Time Fees	
Human Resources Fee for Concur Only (one time set up fee)	\$3,000.00
Single Sign On (SSO) for Concur only (one time set up charge)	\$1,500.00
Included Services and Technologies	
CTM Portal – Implementation and Maintenance	\$0.00
Lightning – Implementation and Maintenance	\$0.00
CTM Tracker and Risk and Alerts	\$0.00
CTM Forecaster	\$0.00
CTM Data Hub	\$0.00
CTM Hotel Bill Implementation (automated billing application)	\$0.00
Standard Account Management Services	\$0.00
CTM Banx (unused ticket tracking)	\$0.00



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Corporate Travel Management - Order Form

Name of Your Account: _____

Address: _____

Phone Number: _____

Main Point of Contact Name: _____

Main Point of Contact Phone: _____

Main Point of Contact Email: _____

Approximate Number of Traveler Profiles: _____

Approximate Number of Travelers Annually: _____

Approximate Number of Employees: _____

Approximate Annual Spend: _____

Do you currently have a travel provider or travel policy? _____

Are you interested in an online booking option? _____