

Across the Horizon Travel

SCHEDULE OF PROFESSIONAL FEES

AIRLINE RESERVATION SERVICES	
Air Reservation	Starting from \$40.00 domestic/\$60.00 international per ticket
Changes, Exchanges, Refunds	Starting from \$40.00 domestic/\$60.00 international per ticket
Frequent Flyer Award/Free Ticket	\$50.00 domestic/\$100 international per ticket
HOTEL/CAR RESERVATIONS	
Domestic	\$20.00
International Reservation	\$35.00
TRAIN TICKETS AND PASSES	
\$30.00 per person	
CANCELLATION PENALTY	
Once under deposit, ATHT cancellation fee	\$100.00 per person
Change fee once under deposit	\$100.00 per person
CUSTOMIZED TRIP PLANNING	
Planning charges are in addition to the cost of your trip	Starting at \$250.00 *Fee determined by length and complexity of trip

GROUP FEES	
Custom Group Planning	\$500.00+ per group
Air Only Groups	\$30.00 per ticket
MISCELLANEOUS	
Visa Handling	\$25.00 per handling
Visa Application Forms	\$25.00 per form
Express Mail (Overnight)	\$50.00 per letter pack
Express Mail (Saturday or Holiday)	\$100.00 per letter pack
After Hours Emergency Services (9:00 pm - 6:00 am)	\$100.00 per hour (invoice to be sent via email for immediate payment)

**All Across the Horizon Travel, LLC professional fees are non-refundable. Cancellation fees assessed by tour operators, cruise lines, airlines, etc. are in addition to our fee structure. We strongly recommend that clients purchase travel insurance which can add peace of mind to your travel plans. Your advisor will provide the application form and if applicable, the waiver form.*