



Fee Schedule Period from January 1, 2007 to December 31, 2007

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The fee schedule below represents the transaction and service costs to departments and agencies during the period January 1, 2007 to December 31, 2007. Subsequent updates for future years will be provided on an ongoing basis.

Service Fee Schedule

Description	Cost
Full service travel agency service fees (travel counsellor-assisted, including groups of 10+)	
1. Travel bookings by travellers based in Canada, U.S.A., or Mexico Air, sea, train and/or car rental with or without hotel	\$42.31+GST
Hotel and/or car rental only	\$15.15+GST
2. Travel bookings by travellers based outside Canada, U.S.A., or Mexico Air, sea, train and/or car rental with or without hotel	\$60.62+GST
Hotel and/or car rental only	\$16.24+GST
Self-service booking service fees (booking done by traveller)	
Note: The current generation of self-service booking tools have some functional limitations that may require counsellor assistance. There will be no surcharge for this counsellor assistance for access to frequent flyer upgrades, seat selection, off-airport car rentals, application of unused ticket credits or cancellation of reservations, and similar conditions, etc.	
1. Travel bookings by travellers based in Canada, U.S.A., or Mexico Air, sea, train and/or car rental with or without hotel	\$19.00+GST
Hotel and/or car rental only (more than the full-service agency fee charged when booking hotel and/or car rental only)	\$19.00+GST
2. Travel bookings by travellers based outside Canada, U.S.A., or Mexico Air, sea, train and/or car rental with or without hotel	\$33.00+GST
Hotel and/or car rental only (more than the full-service agency fee charged when booking hotel and/or car rental only)	\$33.00+GST



Travel agency service fees for VIP (e.g. ADM and above)	
1. Travel bookings by VIP travellers based in Canada, U.S.A., or Mexico	\$75.77+GST
2. Travel bookings by VIP travellers based outside Canada, U.S.A., or Mexico	\$96.34+GST
 Conference and incentive management service fees (hourly rate over and above transaction fees)	
Junior travel counsellor	\$49.00/hour+GST
Intermediate travel counsellor	\$58.00/hour+GST
Senior travel counsellor	\$72.00/hour+GST
Travel counsellor supervisor	\$78.00/hour+GST
 Travel expense claim fee	
Per expense claim processed	5% of claim value
NOTE: Travel expense claim fee: 5% of the claim value, minimum transaction fee is set at \$4.00 up to a maximum of \$14.00. Traveller will still have the option of bundling several trips into one expense claim should they choose to do so.	min \$4.00
	max \$14.00
	+GST

Service Charges on Travellers' Cheques

American Express Travellers' Cheques will be available to government departments and agencies. The STSI offers flexibility at the department level through a number of innovative pricing options.

Option 1: DRCTC Option

All travellers' cheques are billed to the Designated Responsibility Centre Travel Card (DRCTC) with a minimum purchase requirement of **\$5,000.00 CDN** at the time of purchase. The Government of Canada is billed at **2.5%** of the total face value of the transaction.

Option 2: Prepayment Option

The department or agency purchases travellers' cheques in advance (e.g. via cheque, electronic funds transfer (EFT)) with a minimum purchase requirement of **\$5,000.00 CDN** at the time of purchase. There is no charge for this option. Settlement and reconciliation is assumed by the department or agency.

Option 3: Automated Consignment Option

Travellers' cheques are purchased through point-of-sale software (TMX automated solution). There is no minimum purchase. Pricing is based on annual purchase volume. At **\$50 million** or more, the cost is **.5%** of the total annual purchase. At less than **\$50 million**, the cost is **.55%**. Preferred settlement is electronic payment within five days. For each day of non-payment beyond the five-day settlement period, the cost increases by **.0275%**. Departments will be invoiced centrally (i.e. one consolidated invoice by department.)

Option 4: Manual Consignment Option

Same as Option 3, except that the travellers' cheques are purchased manually. The same costs apply.

Option 5: Central Consignment Option

The Government of Canada consolidates the purchase of travellers' cheques through a central point and settles with Amex Bank of Canada within three days. Pricing is based on annual purchase volume. At **\$50 million** or more, the cost is **.35%** of the total annual purchase. At less than **\$50 million**, the cost is



.4%. For each day of non-payment beyond the five-day settlement period, the cost increases by **.0275%** (This option is not available to departments. This option is available only if the purchase of travellers' cheques becomes centralized.)

Fees for withdrawals completed with Designated Travel Cards (DTC)

Cardholders making cash withdrawals will be charged a fee of 2% of the withdrawn amount plus \$1.00 per transaction for each withdrawal completed with the DTC at ATM/ABM facilities.

Optional specialized professional services available from Accenture (at the maximum per diem rates listed below) are available to assist departments with implementation. Request for such services must be submitted to the STSI, who is responsible for negotiation with the contractor on behalf of departments and agencies.

Global travel expert	\$1480.00/day max.
Meeting and conference services manager	\$1335.00/day max.
Special events coordinator	\$775.00/day max.
Project manager	\$2226.00/day max.
Financial systems interoperation specialist	\$2115.00/day max.
Financial analyst	\$980.00/day max.
Implementation readiness specialist	\$1365.00/day max.
Project scheduler	\$1510.00/day max.
Technical writer	\$1080.00/day max.
Procurement specialist	\$2115.00/day max.
Policy researchers, consultants, and program officer	\$1510.00/day max.
Focus group facilitator	\$1365.00/day max.
Communication specialist	\$1365.00/day max.
Instructor/trainer	\$1365.00/day max.
Internet e-business specialist	\$1643.00/day max.
Security PKI specialist	\$1365.00/day max.
Telecommunications specialist	\$1510.00/day max.
Portal technology specialist	\$1510.00/day max.
Data warehouse specialist	\$1510.00/day max.
Organization change specialist	\$2720.00/day max.
Business intelligence specialist	\$1510.00/day max.

Note: STSI has additional supply arrangements in place with alternate rates from a variety of suppliers. Please contact your STSI Account Manager for further information.