

# Christopherson Business Travel

<https://www.csum.edu/fiscal-services/concur.html>  
Accounts Payable Office Adm Bldg, Rm 109

SERVICE PROVIDED	FEE CHARGED
Concur Airline Booking Fee (per request)	\$5.00
Concur Lodging Booking Fee (per room)	\$0.00
Lodging Booking Agent Assigned	\$10.00
Transportation Reservation Fee (per reservation)	\$0.00
Transportation Reservation Fee-Non-Concur (per reservation)	\$10.00
Ground Transportation Reservation Fee-Non-Concur (per reservation)	\$10.00
Travel Modification Request Fee (per request)	\$0.00
Concur International Booking	\$5.00
International Booking Non-Concur	\$35.00
International Booking Agent Assigned	\$10.00

Christopherson Business Travel may charge a service fee depending on the travel type and service provided.

The service fees are reimbursable.

Service fee will come through from US Bank and will load as a separate transaction (available in **Available**