

Schedule of Professional Service Fees

Service Fees	All service fees are per person and are non-refundable regardless of reason for cancellation
	\$25.00 One way domestic airfare per person
	\$33.00 Return domestic airfare per person
	\$55.00 International short haul airfare (New Zealand, Asia & The Pacific) per person
	\$75.00 International long haul airfare (Europe, North & South America & Africa) per person
	\$110.00 Round the World airfare per person
	\$55.00 Domestic custom handcrafted itinerary per adult
	\$110.00 International custom handcrafted itinerary per adult
	\$25.00 Cruise only booking per person
	\$55.00 Point to Point airline reservations, including low cost carriers per person
	\$25.00 Car Hire Bookings
	\$25.00 Domestic rail and ferry bookings per person
	\$55.00 International rail and ferry bookings per person
	Reservation Deposit
\$55.00 Domestic package deposit per person	
\$110.00 International package deposit per person	
Frequent Flyer Redemption	\$55.00 Domestic frequent flyer redemption booking
	\$110.00 International frequent flyer redemption booking
International Travel Essentials	\$60.00 Application processing for visa's per person (any consulate, courier or bank fees are in addition to this fee and will be confirmed to you upon application)
	\$30.00 Application processing for electronic visa per person per visa
	We recommend all travellers visit smartraveller.gov.au to check the travel requirements of their destination and take out travel insurance appropriate for their trip
	\$10.00 Hard copy documentation when electronic only documents are provided by the Supplier
Additional Services	\$110.00 Provide essential information necessary for insurance claims when the insurance policy was not issued by Leongatha Travel and Cruise
	\$55.00 Late bookings made within 14 days of departure per person
	\$100.00 Access to our after-hours emergency service per instance
Amendment Fees	Any changes made after the reservation is confirmed (in addition to Supplier amendment fees). This includes amendments to passenger names, dates of travel and destination
	\$25.00 Domestic flight only bookings per person
	\$55.00 International flight only bookings per person
	\$55.00 Domestic package per person
	\$110.00 International package per person
Cancellation Fees	For cancellations made to a deposited booking, regardless of reason (in addition to Supplier imposed fees and the non-refundable service fees)
	\$25.00 Domestic Flights
	\$55.00 International Flights
	Deposited Only Bookings Leongatha Travel and Cruise will retain the reservation deposit as a cancellation penalty
	Bookings Paid in Full Leongatha Travel and Cruise will retain the reservation deposit and 10% of total travel costs paid as a cancellation penalty.
Payments	Leongatha Travel and Cruise use Travelpay to collect credit & debit card payments, all major cards are accepted however Eftpos is unavailable. All credit/debit card surcharges are based on card type, issuing bank and their fee policy.

Fees are inclusive of GST where applicable.

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