

**Cottonwood Travel Fee Increase
Effective June 1, 2007**

From: Kingston, Lenora [mailto:Lenora.Kingston@state.co.us]
Sent: Friday, May 04, 2007 5:25 PM
To: Cottonwood Travel Company (E-mail)
Cc: Cottonwood Travel Company (E-mail 2); Montanez, Sandy
Subject: STMP: Cottonwood Travel Fee Increase Request
Importance: High

STMP has taken into consideration the request from Cottonwood Travel to increase the per ticket fee from \$22.40 to \$27.00. As the State Travel Manager it is my responsibility to oversee the vendor agreements to include minimizing costs whenever feasible. Additionally, we must abide by the rules and guidelines concerning State Price Agreement terms & conditions. The prevailing "rule of thumb" concerning price agreement increases is not to exceed 5%. The current request of \$4.60 calculates to a 21% increase with a 5% increase being \$1.12. Therefore, in the interest of both parties I am seeking a compromise of an increase of \$2.60, which equates to a 12% increase bringing the service fee to \$25 (\$3.00 per ticket STMP Fee + \$22 Agency Fee).

I would like to note that STMP was sensitive & proactive, on behalf of the awarded travel agencies, to the financial impact of the GDS fee increases that came into effect September 1, 2006.

Please let me know if you are agreeable to the suggested compromise –
Regards,

Lenora Kingston

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Good Government Travel Starts Here!

-----Original Message-----

From: Sharon Campbell [mailto:s.campbell@cottonwoodtravel.com]
Sent: Tuesday, May 08, 2007 2:37 PM
To: Kingston, Lenora
Subject: RE: STMP: Cottonwood Travel Fee Increase Request
[LENORA,](#)

I HAVE TALKED TO KAY AND WE WILL AGREE TO THE \$25 SERVICE FEE FOR STATE TRAVELERS. THANK YOU FOR YOUR CONSIDERATION. WHEN ARE WE ALLOWED TO BEGIN CHARGING THE NEW FEE?

SHARON