

TEMPORARY STAFFING SOLUTIONS



Group Air Ticketing Agent	Start Date	End Date	
<p>Project Overview: To book/ticket airline reservations for Event Attendees. This includes exchanges, re-booking of flights, refunds, voids and reconciliation of direct billing. Group Air Agent would also be responsible for the sourcing and management of ground transportation to/from hotel/airport and other venues (as needed). Group Agent will be available to attendees, Monday through Friday, from 8am to 5pm(PST) prior to the event, as well as work onsite during the event, to assist with last minute flight schedule changes and registration. Additionally, the Group Air Agent would assist in the reconciliation of all charges (air and ground transportation), providing a breakdown of all travel costs related to the event.</p>			
<p>SCOPE OF WORK:</p> <p>REMOTE Book flights for attendees and VIPs (remote) Manage flight changes/cancellations/refunds, etc., providing updates for Meeting Planner Source and Manage Ground Transportation (shuttles, taxis, Private Car Service) Work with Meeting Planner to coordinate (create & provide arrival/departure list)</p> <p>ONSITE Group Air Agent will travel to the event (one day prior, or as early as needed) to work at Registration Assist Meeting Planner with Airport transfers (Arrivals/Departures) Manage changes on return flights for attendees Assist with Miscellaneous projects onsite at the event (including covering Registration desk for others)</p> <p>REMOTE Post-event reconciliation of air/transportation invoicing (backup for all charges) Requesting credits from vendors (when necessary) / provide breakdown of final cost for air/transfers</p>			

PRICING	Start Date	End Date	Notes
		RATE	TOTAL
Set Up Fee	\$	1,000	\$ 1,000 (non-refundable)
Group Air Agent (weekly rate)	\$	2,000	\$ 20,000 (example: 10 week assignment)
Roundtrip Airfare for Group Air Agent (approx.)	\$	400	\$ 400 (airfare may vary based on location)
Airport Transfer for Group Agent (Uber/Taxi)	\$	25	\$ 50 (may vary based on location)
Daily Meal Allowance during event	\$	100	\$ 500 (\$100cap per day for 3 meals)
Hotel Accommodations (approx.)	\$	250	\$ 1,250 (may vary based on location)
		\$ 23,200	(10wk assignment/5day Event)

NOTES:
<ol style="list-style-type: none"> 1. \$5,000 deposit due prior to start date. 2. Client to provide credit card for central billing of all airline tickets and transportation costs. 3. Travel Staff will provide the Group Agent with a laptop to book flights and a Travel Staff email to send/receive itineraries to travelers. 4. If Group Air agent is onsite at venue and there are breakfast/meal plans available for staff, then only a \$50 dinner meal allowance would apply. 5. Group Air agent would be required to submit receipts for all expenses.