



Nicole Edgar

TravelManagers Australia

Nicole Edgar

Your Personal Travel Manager

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TravelManagers  
As individual as you are

# The Value of a Personal Travel Manager

Travel starts long before you leave home. Whether it's for a holiday with loved ones, a bucket list adventure or your next business trip, researching and booking all your arrangements can be time consuming and overwhelming. Leave that to me.

## I'll help you prepare for your trip

The way we travel has changed. There is now a lot more to consider before you leave home. Staying up to date with ever-changing health and travel requirements and associated costs can be complex to navigate on your own. As a personal travel manager, I can use my professional knowledge and resources to help you prepare for your upcoming trip. Whether it be assisting you with your vaccination and COVID testing requirements, visas and permits or travel insurance requirements, I can help you make those important decisions.

## I know travel

With my extensive knowledge and experience from my own travels, as well as a successful career in the travel industry, I can offer you expert travel advice. I'm passionate about travel. There is so much more to see and do than what you find in a brochure or from an online search, which I love to share with my clients. You can leave the research and logistics to me and be confident you will be heading off on your travels with an itinerary that is tailored to your individual needs and budget, and packed with 'insider information', so you won't miss a thing.

## Value for money

Being part of the TravelManagers Australia network and having strong relationships with reputable airlines, hotels, cruise companies, wholesalers and tour operators means that I have access to and can offer you competitive rates, and exclusive deals. And with so many offers available, I'll save you time and money by comparing all deals and matching those that are right for your trip.

## You can book with confidence knowing your travel savings are secure

When you book with me, you can relax knowing your hard-earned cash is safe. TravelManagers places all customer money in a dedicated client trust account until they are passed on to the supplier. Keeping your funds separate from the general business accounts ensures they are secure and only used for what they were intended. Our dedicated client account is audited by an external and independent chartered accounting firm on a quarterly basis and these audit reports are available on our website. TravelManagers also has its own additional trust account fidelity risk insurance. This insurance protects your funds in the unlikely event that they are missing from, or not paid into the insured trust account.

## My service doesn't end when you leave home

No two trips are the same. If something unexpected happens while you're away, whether it's missed flights, cancelled flights, a medical situation or emergency, I'll be on hand to support you and help get you back on track. I have the skills, experience and relationships with our supplier partners to help resolve any issues that may arise.

Please visit [travelmanagers.com.au](http://travelmanagers.com.au) to read our terms and conditions and privacy policy.

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# Professional Service Fees

As with many professions, TravelManagers operates in a service fee environment. The fees outlined below are a guide only, and are non-refundable. Please note that fees are not limited to the below. Speak with your Personal Travel Manager regarding all fees applicable to your specific travel arrangements. These fees do not include supplier-imposed fees, which are charged over and above Nicole's services fees listed below.

Travel Service Provided	Service Fee (incl GST)
Upfront travel itinerary quotation, planning and management fee (non-refundable whether or not you choose to proceed with your travel booking)	\$275.00 per client file
International airfares booking departing Australia	\$110.00pp / per e-ticket issued
International airfares bookings originating outside Australia	\$55.00pp / per e-ticket issued
International airfares ticketing fee	\$55.00pp / per e-ticket ticketed
International airfares changes after e-tickets are issued	\$55.00pp / per e-ticket change
Domestic airfares booking	\$55.00pp / per e-ticket issued
Domestic airfares ticketing fee	\$55.00pp / per e-ticket ticketed
Domestic airfares changes after e-tickets are issued	\$55.00pp / per e-ticket change
Trans-Tasman airfares booking	\$55.00pp / per e-ticket issued
Trans-Tasman airfares ticketing fee	\$55.00pp / per e-ticket issued
Trans-Tasman airfares changes after e-tickets are issued	\$55.00pp / per e-ticket issued
Refund processing – Domestic or Trans Tasman	\$55.00pp / per booking
Refund processing - International	\$110.00pp / per booking
Booking cancellation	Commission earned & booking fees charged are non-refundable
Insurance claim preparation for insurance policies purchased independently or elsewhere	\$110.00 / per booking
Amendment and assistance fees, as a result of independently booked travel arrangements going wrong or being booked incorrectly, adversely affecting what Nicole's booked for you.	\$110.00pp / per booking
Printing off & delivering hard copy travel documents	\$25.00pp / per booking
Visa processing fees	\$55.00pp / per visa

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