



## Annex 1

### Price list structure/commissions (transactions)

	Commission in CHF
Air Europe / European return flight and Domestic (E-ticket)	
Air Intercontinental return flight (E-Ticket)	
Train journey within Switzerland (SBB/CFF)	
International train journey (including seat reservation)	
Hotel reservation or conference room reservation	
Rental car reservation	
Visa request (+ visa charges)	
Reimbursement of a refund (for air travel)	
Reservation of a low-cost airline	
Revalidation	
Prepaid Ticket Advice (PTA) or Ticket on Departure (TOD) ticket paid in one country but issued in another country	
Issuance of a ticket using a UPU staff member's air miles	
Changes, cancellation or modification before the issuance of travel documents	
Changes, cancellation or modification after the issuance of travel documents	
Other services	
Statistics (annual fees)	
24/7 emergency travel assistance service cost	
Charges for tickets issued by the 24 hours emergency service	
Access to the online reservation system	
Training on how to use the online reservation system	
Invoicing through e-invoicing system	
Issuance of full fare prices certificate of prices to prepare a lump sum on request	

Note : Credit Card Fees and Value Added Tax Credit card fees should be included in transaction fees.  
As an international organization, the UPU is exempt from VAT.