# Booking Flights Through Travel Planners

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**Overview**
Wanderly Adventures travel advisors may have situations where we need to book unpackaged flights for a client. These could be flights accompanying a cruise, hotel stay or tour which doesn't offer the ability to add flights to the reservation. Advisors are permitted to book these client flights **only** through our host agency, **Travel Planners International (TPI)**. This training module outlines how to use TPI's air booking tool, when it may offer savings, the associated service fees, and how to apply Wanderly's recommended planning fee to ensure your time is compensated.

**Why Use TPI for Airfare?**
TPI gives advisors access to:

- Consolidator fares that may offer lower pricing than public websites
- Exclusive contract fares with major airlines

That said, **TPI's fares do not always offer a cost advantage**. It's important to **price compare** to ensure you're getting the best value for your client. Sometimes booking directly with the airline may result in better pricing or routing, but Wanderly advisors must still book through TPI even in those cases.

**TPI Air Booking Fee**
TPI charges a **flat $8.00 fee per booking** when you issue airfare through their system. This fee:

- Is applied **per confirmation**, not per passenger
- Covers the administrative and ticketing support provided by TPI
- Will appear on your commission statement as a chargeback

**Wanderly Adventures' Recommended Planning Fee**
Because airfare booking comes with a cost, can be time-consuming and includes post-booking monitoring, Wanderly Adventures **strongly recommends that all advisors charge a $25 per traveler flight planning fee**.

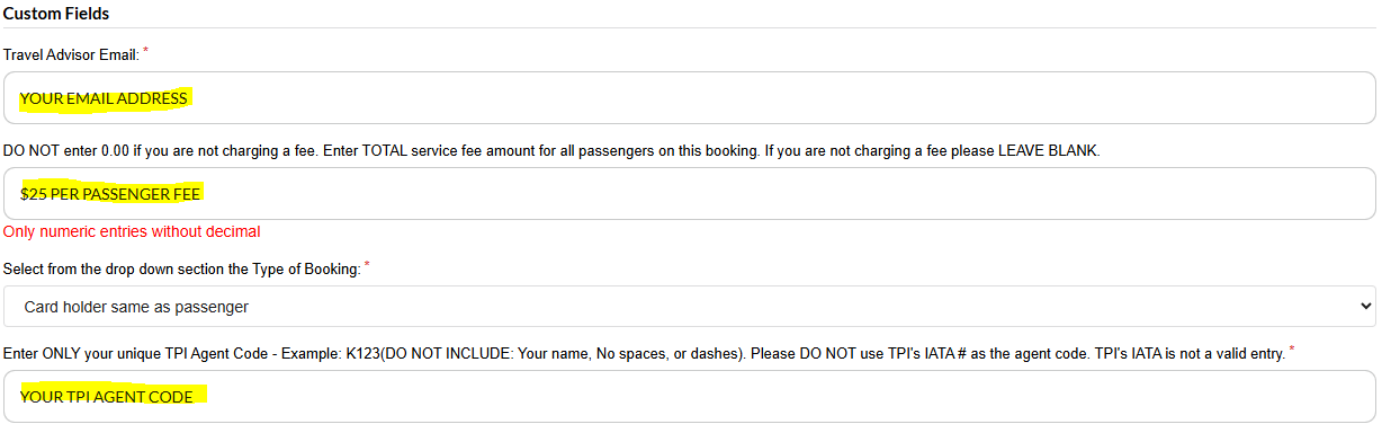
This fee covers your time and professional service, including:

- Researching multiple flight options
- Price and route comparisons within TPI's system
- Booking and issuing tickets
- Monitoring for schedule changes
- Answering client questions pre- and post-departure
- Mitigate the $8 booking fee

**Where to Book Flights Through TPI**
The flight booking portal is located within TPISuitcase.

1. Log into **TPISuitcase**
2. Scroll down the left sidebar to **Tools**
3. Hover over Tools and select **Booking Engine**
4. In the upper left corner select **Flights** if it's not already selected.
5. Enter all of the flight parameters.
6. If the client has any specific requests such as non-stop flights, a preferred airline or a preferred class click **Advanced Options** and complete that information.
7. Click **Search**
8. Review the flight options and make your selection by **clicking on the flight cost**.
9. Review the fare category information and click **Book Now** under the proper category.
10. Enter the passenger information
11. Scroll down and enter the payment information

12. In **Custom Fields** enter the following information
    a. Your email address
    b. The planning fee of $25 per passenger (For example, if there are four passengers, the total fee would be $25.)
    c. Under Type of Booking select the appropriate selection
    d. Enter your unique TPI Agent Code.




13. Click the radial box that you agree with the flight terms and conditions
14. Click **Confirm**

***If you book airfare through TPI's Booking Engine for flights, hotels or cars, you will not have to do an additional quick submit.

**How to Talk to Clients About the Fee**
Since our agency does not typically require fees, here is a sample script you can use when presenting flight booking options to your clients:

"I'm happy to book flights on your behalf as part of your vacation planning. Wanderly charges a $25 per traveler planning fee for air arrangements. This covers flight research, booking, and monitoring for schedule changes. If you'd prefer to handle air on your own, that's completely fine too—just let me know what works best for you!"

You can also include this in your onboarding email or proposal notes as a consistent practice.

**Key Reminders**

✓ Flights may or may not be cheaper through TPI—always compare.
✓ Wanderly advisors **must** use TPI for any air booking that is not part of a package.
✓ There is a **flat $8 fee per air booking** via TPI.
✓ Wanderly strongly encourages a **$25 per traveler planning fee** for airfare.

**Need Help?**
If you have trouble navigating the air booking portal or run into questions about itineraries, contact:

- **TPI Support:** AdvisorSupport@tpionline.com
- **Wanderly Team:** Suzanne or Tammy