



ASTA Member Resource Center

Agency Operations

Commission Grid

These summaries contain only the basic carrier commission policies as listed in the carriers' Direct Reference System (DRS) files for U.S. based agents, including Puerto Rico and the U.S. Virgin Islands, as of March 14, 2003. Prior to ticketing, agents are advised to contact the airline or cons with the validating carrier's DRS file for the most complete, up-to-date information. Please [contact](#) if you discover an error in our chart.

COMMISSIONS

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Domestic Carrier Commission Policies (updated 03/06/2003)

Airline	Commission Policy <small>(ow = one way; rt = round trip)</small>	
	Standard	Other
Air Tran	0% for GDS bookings (effective 6/12/02). 5% for agent bookings at www.airtran.com	
Alaska	0 (eff. 06/03/02)	
Aloha	Domestic: 5% (Continental U.S. and within Hawaii) International: 9% (Central Pacific Routes)	
America Trans Air	0	
America West	0	
American	0	
Continental	0	
Delta	0	
Frontier	0 (eff. 6/1/02)	
Hawaiian	0% (eff. 6/24/02)	
Horizon	0 (eff 06/03/02)	

<u>Jet Blue</u>	0
<u>Midwest Express</u>	0 (eff. 03/1/03)
<u>Northwest</u>	0
<u>Southwest</u>	5% no cap for all tickets

Spirit 0% (eff. 09/30/2002)

Website: 5%
for travel a
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www.spiritai

Sun Country 10% (Policy valid through 12/31/02. For tickets issued after 12/31/02, contact Sun Country for commission policy.)

United 0

US Airways 0

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International Carrier Commission Policies *(updated 04/30/2003)*

Airline **Commission Policy** (ow = one way; rt = round trip)

Aer Lingus 0%

Aeroflot 5% (eff. 09/01/02). 0% if no Aeroflot sector. 0% for penalties and service charges.

Aerolineas Argentinas 6%

Aero California 11%

AeroMexico 0%

Air Canada 0

Air France 0% (eff. 09/02/02)

Air India 7% International.
7% Domestic AI only (except FN, JN and YN fares earn 5%).
5% Domestic IC/CD Flights only issued in conjunction with AI ticket.
0% if no AI segment.

Air Jamaica 5%

Air New Zealand 5%

Air Pacific 8%

Air Tahiti Nui 5%

Alitalia 0 (eff. 01/01/2003)

<u>Qantas</u>	5%, no cap. See DRS for sector bonuses. Internet commission capped at \$5 ow - \$10 rt.
<u>Royal Air Maroc</u>	7%
<u>SAS</u>	0 (eff. 01/01/03)
<u>Saudi Arabian Airlines</u>	15% on routings using Saudi flights from JFK, IAD, MCO. 12% or 8% on other gateways. See DRS for details.
<u>Singapore</u>	5%, except "V" class bookings earn \$10 (ow or rt). 0% if no SQ sector. (eff. 09/02/02)
<u>South African</u>	5%. (0% if no SA sector)
<u>Swiss (Crossair)</u>	5% capped \$100 rt - \$50 ow (0 eff 4/1/03)
<u>TACA</u>	0%
<u>TAP (Air Portugal)</u>	0 (effective 03/01/03).
<u>Thai</u>	8% 5% within Thailand. See DRS for special promotional incentives of up to 30%
<u>Turkish Airlines</u>	6%. [10% for business class if all segments are on TK]
<u>Ukraine International Airlines</u>	9%
<u>Varig</u>	5% through 3/30/03. 0% effective 3/31/03.
<u>Virgin Atlantic</u>	3% upper class , 5% for premium economy and economy. (Eff. 01/13/03)

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Car Rentals, Hotels, and Cruise Lines

Collecting and tracking commissions on non-airline suppliers is difficult because there is no standard reporting and settlement plan. Whenever possible, use a supplier's voucher because it provides your client and the supplier with a record of payment. More importantly, vouchers allow you to take your commission up front. Also, you have float of the funds until the services are provided and then the supplier bills you.

Many suppliers do not have their own vouchers so agents must keep track of their commissions some type of internal system. It is highly recommended that you keep this system separate from your accounting system. Set up a separate system and then transfer your income to your accounting records when payment is received.

ASTA has prepared a [collection form](#) you could use when contacting non-airline suppliers for their commissions. This form includes information about the sale, the reason for contacting the supplier and a box that says whether this is the first, second or final notice. As with the Commission Percent Form, keep a copy in your "tickler file" and send copies with follow-up notices until the commission is paid.

At some point you must decide when you should stop trying to collect your commission. It should cost you more to collect (e.g., staff time, postage, supplies, etc.), than the amount owed. Calculate

<u>All Nippon</u>	8% (5% if wholly within Japan) through 3/31/03. Effective 4/1/03, 5% capped at \$100 rt / \$50 ow.
<u>Austrian Airlines</u>	0% (eff. 01/01/2003)
<u>Avianca</u>	5%
<u>British Airways</u>	0% (eff. 10/01/2002)
<u>British Midland</u>	5% cap \$100 rt / \$50 ow through 01/31/2003. 0% effective 2/1/2003
<u>BWIA West Indies</u>	6%
<u>Cathay Pacific</u>	5% cap \$100 rt / \$50 ow. 3% cap at \$50 rt / \$25 ow for China domestic sectors or any interline sectors issued separately on CX document through April 30. **0% effective April 30, 2003**
<u>China Air</u>	5% (eff. 01/01/2003). Extra commission may apply for F, C and special sectors. See DRS for details.
<u>China Southern</u>	6% (0% if no ZQ sector)
<u>Czech Airlines</u>	5% through 4/30/03, 0% effective 5/1/03.
<u>EI AI</u>	3% (eff. 01/01/03)
<u>EVA Airways</u>	5%
<u>Finnair</u>	5% through 4/30/03. 0% effective 5/1/03.
<u>Gulf Air</u>	9%
<u>Iberia</u>	0 (eff. 01/01/03)
<u>Iceland Air</u>	5% through 4/30/03 (0% eff. 05/01/03)
<u>Japan Airlines</u>	8% cap \$100 rt / \$50 ow through 3/31/03. 5% cap \$100 rt / \$50 rt effective 4/1/03. 5% no cap for tickets wholly within Japan.
<u>KLM</u>	0
<u>Korean Air</u>	8%
<u>Lan Chile</u>	0 (eff. 1/21/2003)
<u>LOT</u>	5%
<u>Lufthansa</u>	0
<u>Martinair</u>	12%
<u>Malaysian Airlines</u>	8% for most excursion fares. 5% if solely within Malaysia. 15% for some full coach/business fares. Contact airline for details.
<u>Mexicana Airlines</u>	0% (eff. 01/15/03)
<u>Olympic Airways</u>	10%, Domestic Greece - 7.5%
<u>Philippine Airlines</u>	8%

how much it costs to pursue commissions and limit the amount of commission you will pursue. Put a note on each of your commission pending forms on how many collection attempts are cost just

It is advisable to batch together commission payments to suppliers to save on costs. If, however, supplier does not return your commission pending form and simply returns a check for the full or partial amount, you must reconcile the payment with your records. If your system is working well should have no problem reconciling amounts. If you cannot reconcile your records, do not be afraid to ask your supplier for an accounting.

NOTE: Some suppliers have a time limit on when commissions are payable (i.e., 30 days, up to 90 days, 6 months, etc.). Make certain you note in your "tickler file" when the commission pending form needs to be sent and when it was mailed. If the supplier later responds that they do not pay commissions after a certain time limit, you have evidence showing that a request was mailed within their deadline.

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