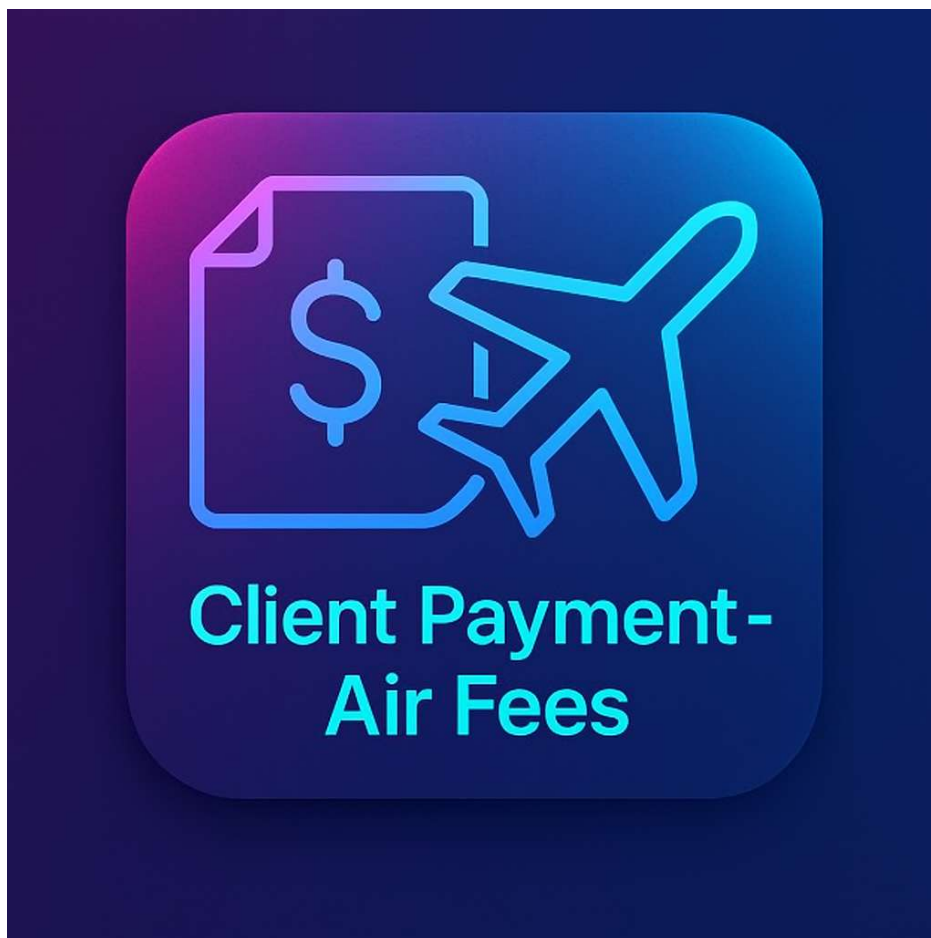


Trip Suite – Enter Air Fees in Client Payments



This process explains how to add a Client Fee in Trip Suite when the client gives you permission to run their credit card for an Air Fee charge.

- Start in a **Client's Trip**.
- Go to **Client Payments** in a Trip.
- Click the + button to add a new Client Payment

Trip Suite – Enter Air Fees in Client Payments

Create a Client Payment for the AIR FEE

- Within the Trip click on **Client Payments**
- **Click +** or New Payment button
- **Complete** the New Payment window as follows
 - **Air Reservation & Ticketing Services for DEBRA ST GERMAIN BENOIT Departs 23OCT26 To: PORTO (AMEX – 1004)**

New Client Payment

Subject *	
Air Reservation & Ticketing Services for DEBRA ST GERMAIN BENOIT Departs 23OCT26 To: PORTO	
Client *	Invoice for *
Debra Benoit	Fees
Type of Fee *	
Air Reservations & Ticketing	
Payment Method *	Currency
TripSuite CC Processing	\$ USD
Total Charged to Client *	Net Received *
\$ 75.00 USD	\$ 72.38 USD
Processing Rate *	Processing Costs *
% 3.5	\$ 2.63 USD
<input type="checkbox"/> Paid	
Due Date *	
03/23/2026	
Notes	

CANCEL CREATE CLIENT PAYMENT

- **Select the Client Name (Debbie Benoit)**
- **Select Fees**
- **Select Air Reservations & Ticketing**
- **Select Trip Suite CC Processing**
- USD (DO NOT CHANGE THIS)
- **Total Charged to Client \$75.00**
- Net Received (DO NOT ENTER INTO THIS FIELD)
- Processing Rate (DO NOT ENTER INTO THIS FIELD)
- Processing Costs (DO NOT ENTER INTO THIS FIELD)
- **Due Date XX/XX/XXXX (Todays Date)**
- **Click CREATE CLIENT PAYMENT** to save your entry

Trip Suite – Enter Air Fees in Client Payments

Processing the Client CC Payment

- Next Click the **three dots menu** and select **Process Payment**

Client	Subject	Amount	Net Received	Status ↓	
Debra Benoit	Air Reservation & Ticketing Services...	\$75.00	\$72.38	Late 23 Mar 2026	
KATHERINE MANCEAUX	Agency Professional Fee: Travel Co...	\$50.00	\$48.25	Received 5 Mar 2026	Process Payment
Karol Freeman	Agency Professional Fee: Travel Co...	\$50.00	\$48.25	Received 5 Mar 2026	Refund
Sarah Chauvin	Agency Professional Fee: Travel Co...	\$50.00	\$48.25	Received 4 Mar 2026	Delete Client Payment
Allayne "Laynie" Barrilleaux	Agency Professional Fee: Travel Co...	\$50.00	\$48.25	Received 4 Mar 2026	Void Client Payment

Select Card

American Express *2007
Exp. 8 / 30

Visa *4120
Exp. 10 / 30
UA MileagePlus Visa

I have permission to run the card belonging to **Debra Benoit** for **\$75.00 USD**. I accept responsibility for any chargebacks.

Net Received	\$72.38
Processing	\$2.63
Total	\$75.00

PAY \$75.00...

- **Select** the **Credit Card**
- **Check** the box for **“I have permission to ...”**
- **Click** **PAY** to run the credit card
- **Confirm and Pay**
- **Wait for the RECEIPT** from the Credit Card processing to show on screen. **This indicates the CC processing is complete.**

Trip Suite – Enter Air Fees in Client Payments

Create an INVOICE to email the Client Receipt.

- Go to **INVOICE** in the Trip
- Add a **New Invoice**
- Add a **Due Date**
- Select **RECEIPT ONLY**
- In the **EDIT SELECTION** unmark all items except for the **FEE**
- In **PAYMENT COLLECTION** select None (**Receipt Only**)
- Uncheck **Terms and Conditions** (this is not required for a receipt)
- Click **CREATE INVOICE** and copy the URL in the **Download and Payment Link** window

The screenshot displays the 'Create Invoice' interface in Trip Suite. The 'EDIT SELECTION' section shows a client named Pamela Bryan with a due date of 04/02/2026 and a currency of USD. A line item for 'Air Reservation & Ticketing Services for PAMELA MONTGOMERY BRYAN, Departure 08MAY26 To London' is listed with a fee of \$75.00. The 'PAYMENT PAGE' section shows an invoice summary for \$0.00 due on 02 April 2026, with a total of \$75.00. A 'Download and Payment Link' modal window is overlaid, providing a 'DOWNLOAD INVOICE PDF' button and a 'CONTINUE' button. The modal also displays the client's name (Pamela Bryan), email (pammbryan@gmail.com), and the payment page URL (https://app.tripsuite.com/public/invoice-payment/e256350e-3d7f-...). The background shows the 'PAYMENT PAGE' with an invoice PDF download link and a table of payments to agency.

Payment	Status	Method	Paid	Unpaid
Air Reservation & Ticketing Services for PAMELA MONTGOMERY BRYAN, Departure 08MAY26 To London	Paid 1 Apr 2026	BY Credit Card	\$75.00	\$0.00

Trip Suite – Enter Air Fees in Client Payments

Create the Email to the Client:

- Click NEW EMAIL in OUTLOOK:
 - o **FROM** = Your Name
 - o **TO** = The client email of the credit card you charged.
 - o **CC** = yourself for record keeping (if you like)
 - o **Subject** = Receipt for Air Reservation Services for [ELLEN WHITE HARRELL + LISA HARRELL ALPAUGH, Departs 05AUG26 To: Dublin, QQWPSF](#)

Use this email template and update the blue sections with the current client information.

Good afternoon,

[\(Your Agency Name Here\)](#) has processed Air Reservation and Ticketing Service Fee (non-refundable) for *(insert client trip info from Subject Line)*.

A copy of your credit card receipt is found here: [Click Here to View Receipt](#) ←
replace the link here with the link from the new invoice.

Thank you,

- **Attach the PDF** of the Air Invoice

Trip Suite – Enter Air Fees in Client Payments

SAMPLE EMAIL TO CLIENT:

Receipt For: PAMELA MONTGOMERY BRYAN, Departs 08MAY26 To: London, KEMPBP



Stefanie Kite
To: pammbryan@gmail.com
Cc: Fees

Reply Reply All Forward Wed 4/1/2026 2:31 PM

Good afternoon,

Destinations Travel Advisors has processed Air Reservation and Ticketing Service Fee (non-refundable) for PAMELA MONTGOMERY BRYAN, Departs 08MAY26 To: London KEMPBP.

A copy of your credit card receipt is found here: [Click Here to View Receipt](#)

Thank you,

Stefanie

Stefanie Kite | Luxury Travel Advisor Assistant

8200 Hampson Street #320
Direct: (504) 304-9227 ext. 105
Stefanie.Kite@dtraveladvisors.com | www.dtraveladvisors.com



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All prices are subject to availability and change until a confirmation and payment takes place.

INVOICE EXAMPLE: When the client clicks the link from the email their receipt only invoice will display.

INVOICE SUMMARY

\$0.00 due 01 April 2026

[DOWNLOAD INVOICE PDF](#)

	Total	Paid	Unpaid
Payments USD	\$75.00	\$75.00	\$0.00
Combined Total USD	\$75.00	\$75.00	\$0.00

Payments to Agency

Payment	Status	Method	Paid	Unpaid
Air Reservation & Ticketing Services for PAMELA MONTGOMERY BRYAN, Departs 08MAY26 To: London	Paid 1 Apr 2026	Credit Card	\$75.00	\$0.00