

Porter Airlines
Commission Policy for Travel Agencies

COMMISSION GUIDE

Porter Airlines strives to remain competitive with the fares we provide our passengers, and it is equally critical that we remain competitive with the commission we provide to our travel agency partners. Porter reviews and may amend its policies from time-to-time, thus it is recommended that this document be used as a guide only.

For the current standard commission levels applicable to travel agent bookings please refer to the Terms & Conditions posted on flyporter.com/services/travel-agents.

Canada Point of Sale, **effective to January 31, 2024**

| Product Type | Fare Experience | Fare Family | | Rate |
|--|-----------------|-------------|--|------|
| | | Name | 8 th character of farebasis | |
| Airline Website (Ticketless), or GDS (E-ticketed via BSP) | PorterClassic | Basic | "L" | 0% |
| | | Standard | "S" | 0% |
| | | Flexible | "F" | 4% |
| | | Freedom | "E" | 4% |
| | PorterReserve | Navigate | "V" | 8% |
| | | Ultimate | "U" | 8% |
| Airline Call Centre | Any | | 0% | |
| Porter Pass | Any | | 5% | |

Canada Point of Sale, **effective from February 1, 2024**

| Product Type | Fare Experience | Fare Family | | Rate |
|--|-----------------|-------------|--|------|
| | | Name | 8 th character of farebasis | |
| Airline Website (Ticketless), or GDS (E-ticketed via BSP) | PorterClassic | Basic | "L" | 0% |
| | | Standard | "S" | 0% |
| | | Flexible | "F" | 4% |
| | | Freedom | "E" | 4% |
| | PorterReserve | Navigate | "V" | 4% |
| | | Ultimate | "U" | 4% |
| Airline Call Centre | Any | | 0% | |
| Porter Pass | Any | | 5% | |

All other countries, including U.S. Point of Sale

| Product Type | Fare Family | Rate |
|------------------------------|-------------|------|
| Airline Website (Ticketless) | Any | 0% |
| GDS (E-ticketed via ARC) | Any | 0% |
| Airline Call Centre | Any | 0% |
| Porter Pass | Any | 0% |

Additional Details

- **Reservations/Sales of tickets made on the Airline inclusive of a Codeshare or Interline segment are non-commissionable.**
- Bookings with corporate promo codes, conference/meeting discounted fares, and group bookings negotiated with a Porter representative are non-commissionable
- Instant Purchase bookings with a Consumer Marketing promo code are commissionable as per the appropriate table above. Consumer Marketing promo codes are not valid for eticketing.
- Consumer bookings cannot be converted to an agency booking, thus all transactions made on Porter's consumer site, flyporter.com, are non-commissionable.
- Pre-assigned seat selection, cancellation fees, change fees, taxes, fees, NAVCAN, etc. are non-commissionable.
- Applicable commission is calculated by direction, thus a mixed-class itinerary must be prorated accordingly. For example, a mixed-class itinerary will earn commission according to the percentage applicable to each one-way segment separately.
- Commission is recalled / reclaimed on all refunded tickets.
- Commission is recalled / reclaimed on downgraded tickets (from a commissionable class to a non-commissionable class)
- Tickets issued on an airline plate other than PD/451, please contact that carrier directly

Off-Shore/Cross-Border Ticketing

Porter's base commission structure varies by country. Porter-appointed travel agents shall not, directly or indirectly, circumvent the Porter base commission rate structure applicable to sales in one country by collecting base commissions at rates applicable in other countries, whether through the establishment or use of an international branch office, satellite ticket printer or electronic transfer of ticketing data, through a commission sharing or referral arrangement with a travel agency in another country, or otherwise. Porter reserves the right to collect any amount of inappropriately retained base commissions and terminate the Porter ticketing authority of any Porter-appointed travel agents who participates in practices contrary to Porter's rules regarding its base commission structure.

Settlement Process for Instant Purchase Transactions

Travel agency bookings are processed monthly, and any applicable commissions will be settled to the agency account after the end of each calendar quarter. Settlement is via Electronic Funds Transfer (EFT) only to the bank account registered by your agency.

If your agency is not set up for EFT or would like to update your information, please send an email to commissions@flyporter.com.

Flex Travel Solutions

Porter Airlines and Porter Escapes announce partnership with Flex Travel Solutions Inc., a customer-centric solution designed to facilitate the post-booking process and reporting between Travel Suppliers and their Agencies.

As of September 5th, 2022, your bookings will be made available through the Flex Travel Solutions (FTS) platform where you can expect:

- Faster payouts for any eligible backend commissions
- Detailed reports at your fingertips including export functions in PDF, CSV, etc.
- Simplified management of branches in a self-serve fashion
- Centralized promotions allowing you to receive higher payouts
- & much more...

Porter Airlines and Porter Escapes are partnering with FTS to create a more seamless commission payout process for our agency community and we look forward to supporting you through the transition. Travel agents who do not already have an account with FTS can register here:

<https://portal.flextravelsolutions.com/commission/app/enroll>

To learn more visit: <https://www.flextravelsolutions.com/about/>

Questions?

- Commission payment-related inquiries, please email commissions@flyporter.com.
- ADM-related inquiries, please email salesauditsupport@flyporter.com.
- Porter Escapes commission inquiries, please email commission@porterescapes.com.
- For questions not answered here, please contact your Porter Airlines sales executive directly or send an email to agency.services@flyporter.com.