View Fare & Taxes

- View Fare & Taxes
- Apply Travel Tax Exemption
- Add Tax for Mixed-Cabin Group Itinerary
- Add Surcharges
- Add Net Fare for non-GSO group booking
- Add Tour code for non-GSO group booking

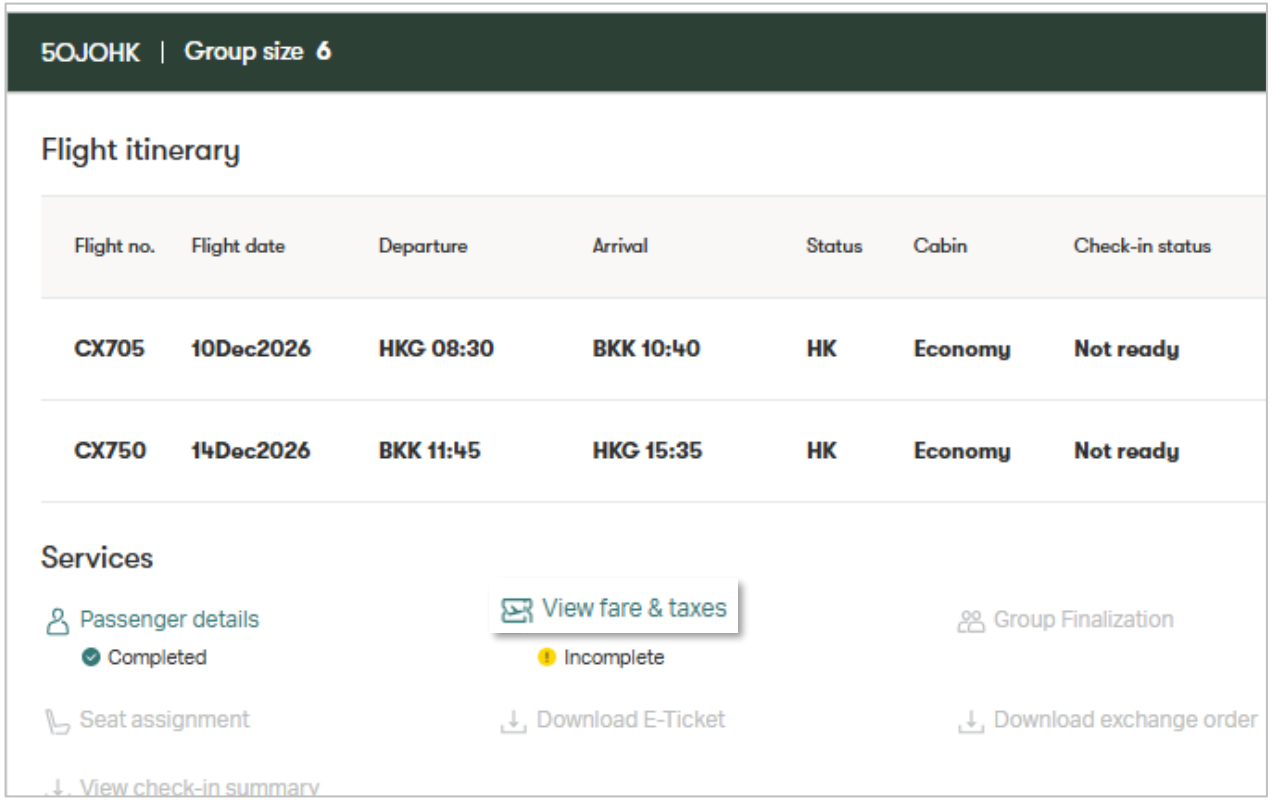
Last updated: Nov 2026

View Fare & Taxes

STEP 1

- Display group booking, select **View Fare & Taxes**

> 💡 **Tip**
> **View Fare & Taxes** becomes available once at least one passenger has been added to the Passenger Details page.



View Fare & Taxes

STEP 2

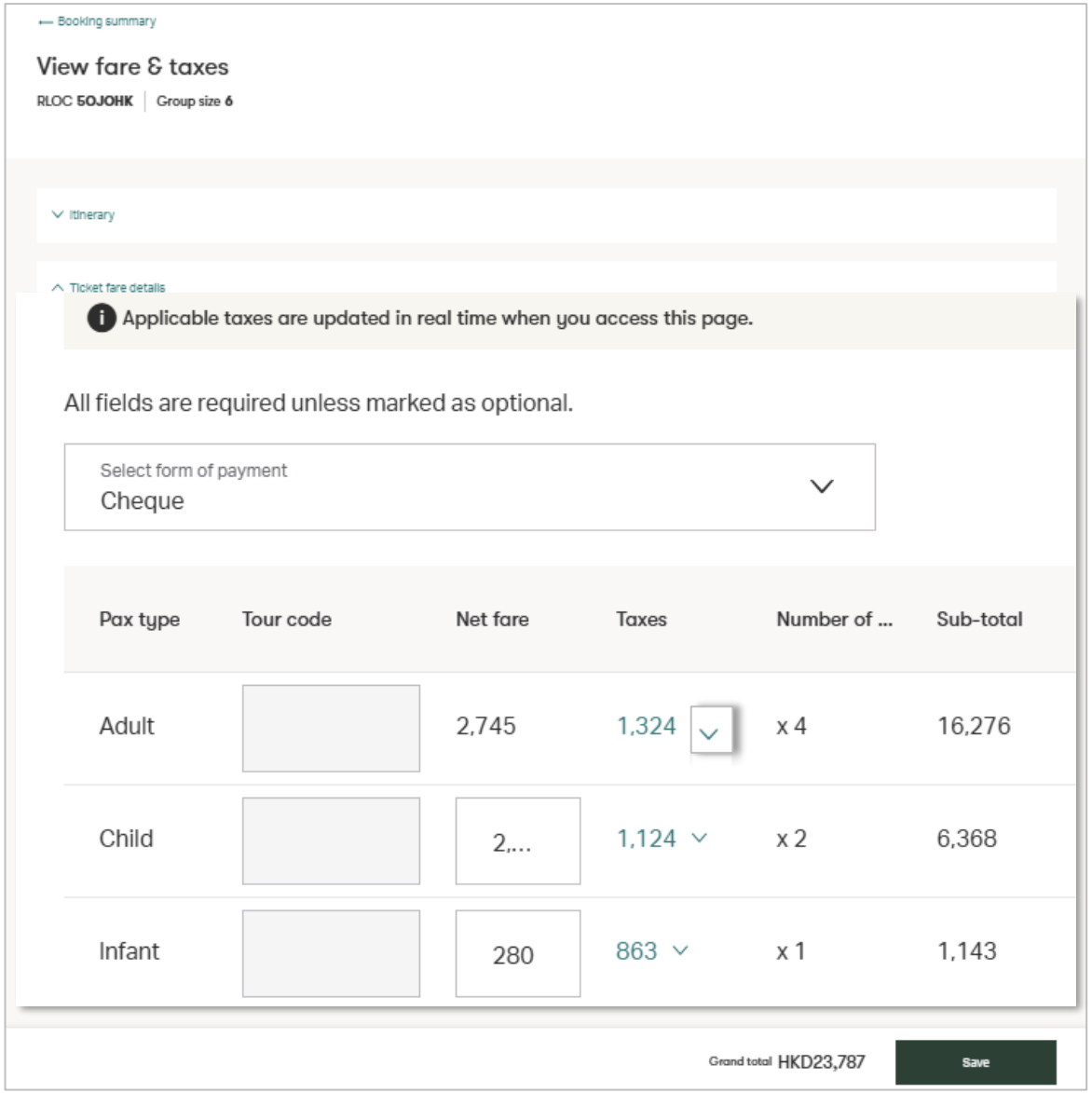
- Select form of payment.

IMPORTANT
Please note that applicable taxes are updated in real time when you access the Fare Information page.

Tip
Select ∨ to expand the tax breakdown.
Select ∧ to collapse it.

STEP 3

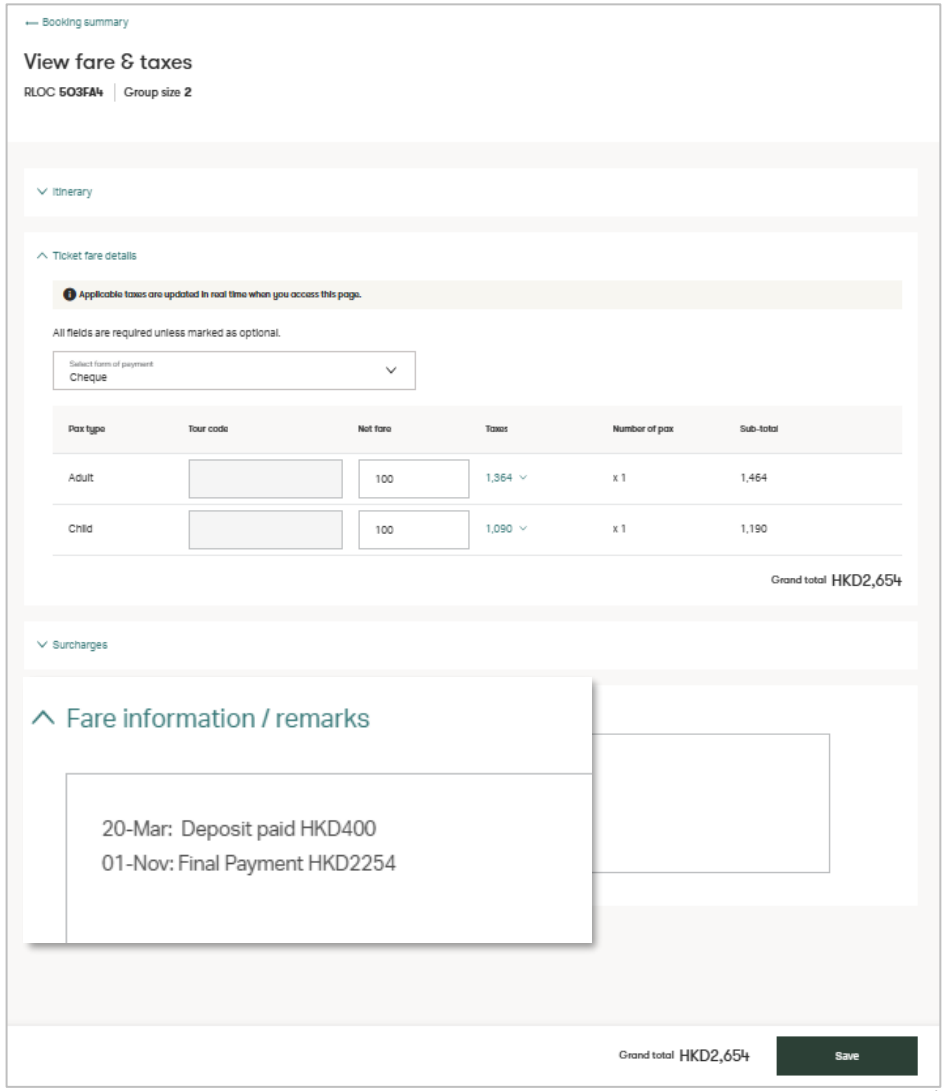
- Select Save



View Fare & Taxes

💡 Tip Fare Information Remarks

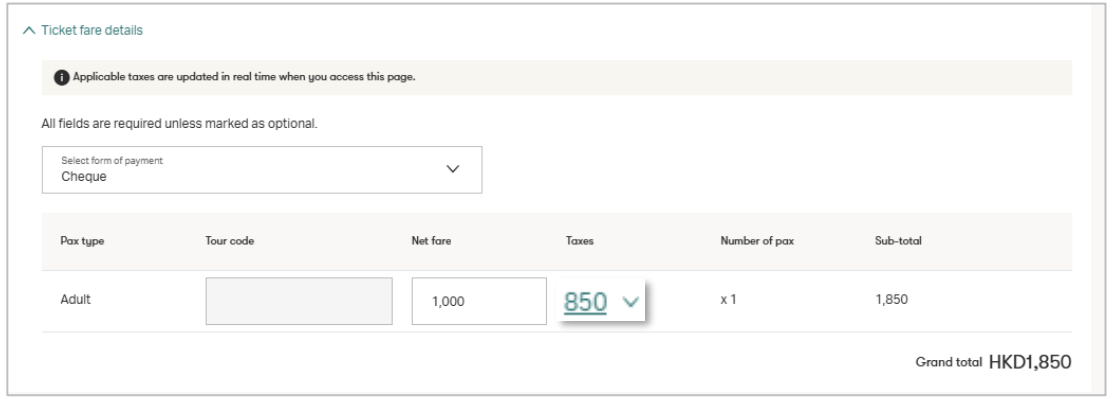
- Enter any additional information in the **Fare Information Remarks** field.
- Once saved, the remarks will be shown on:
  - Fare Information
  - Group Finalization
  - Download Exchange Order



Apply Travel Tax Exemption

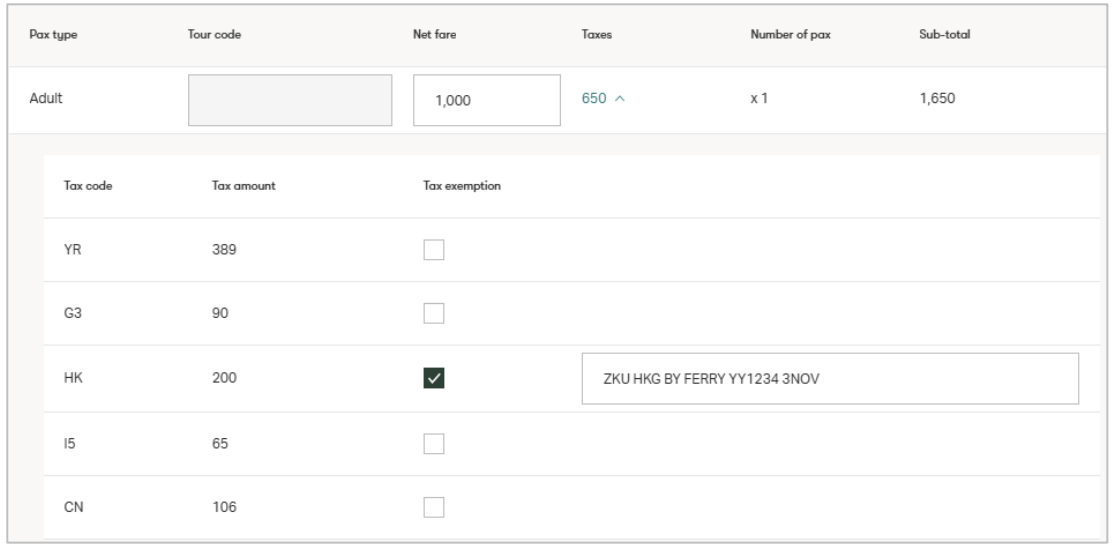
STEP 1

- Go to **View Fare & Taxes**, select the passenger type, then select ▼ to expand and view the tax breakdown.



STEP 2

- Select the applicable tax code and enter the exemption reason.
- Select **Save.**

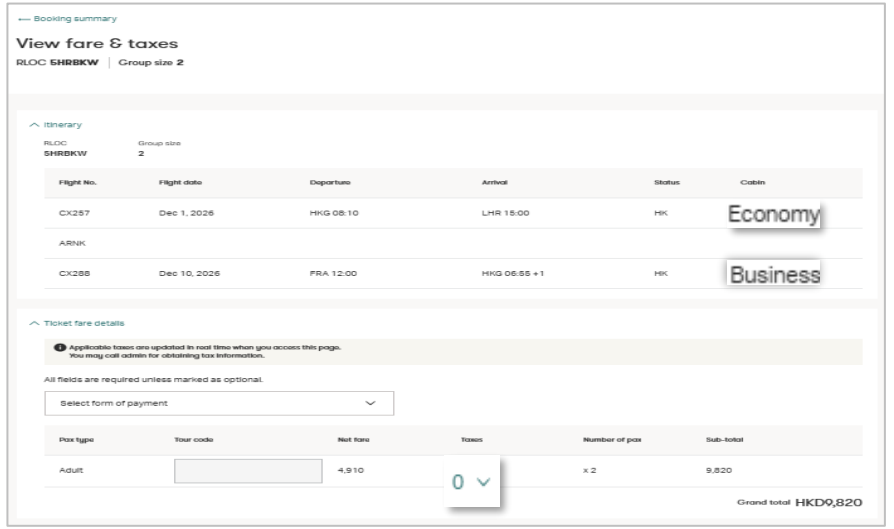


Add Tax for Mixed-Cabin Group Itinerary

STEP 1

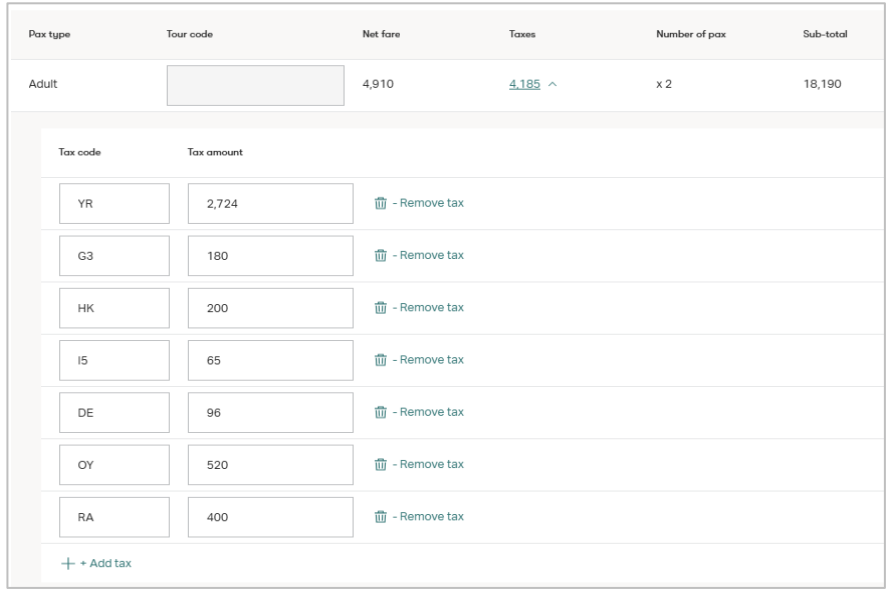
- Go to **View Fare & Taxes**, select the passenger type, then select ▼ to open the Taxes table.

> ⚠️ **IMPORTANT**
> Automatic tax quotation is not available for mixed-cabin itineraries combining Economy with Premium Economy, Business, or First.



STEP 2

- Enter the applicable tax code and amount. XT is an invalid tax code. Do not use XT, as it may affect pricing and ticketing.
- Select **Save.**



> 💡 **Tip**
> Click **+ Add tax** to add another tax row.
> Click **Remove** to delete the selected tax.

Add Surcharges

Enter any additional surcharges on top of the group fare in the Surcharges field.

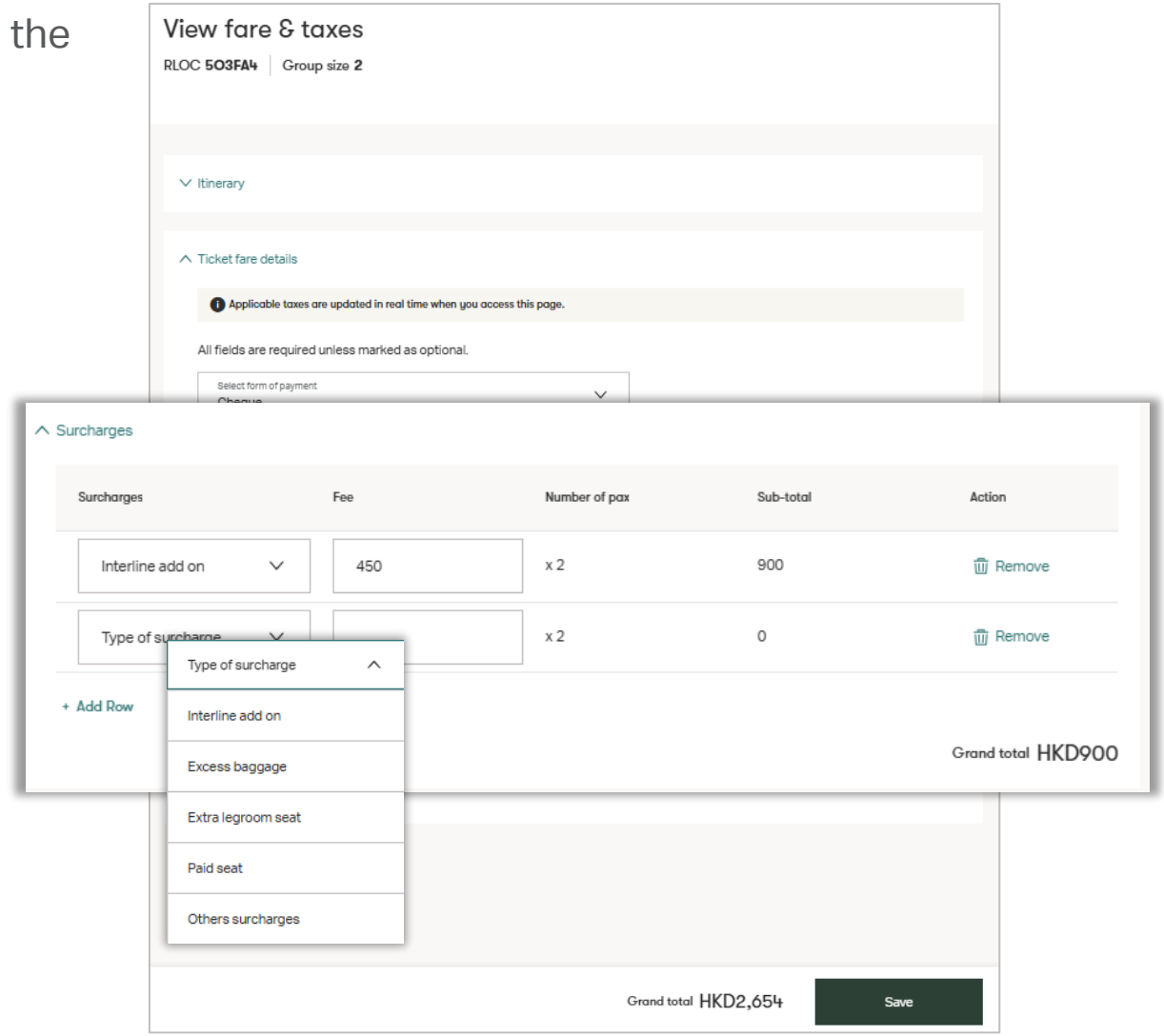
STEP 1

- On the **View Fare & Taxes** page, go to the **Surcharge** session on, select ▼ to expand the Surcharges table.

STEP 2

- Select the **surcharge type** and enter the amount.
- If the required surcharge type is not listed, select **Other Surcharges**.

- Select **Save.**

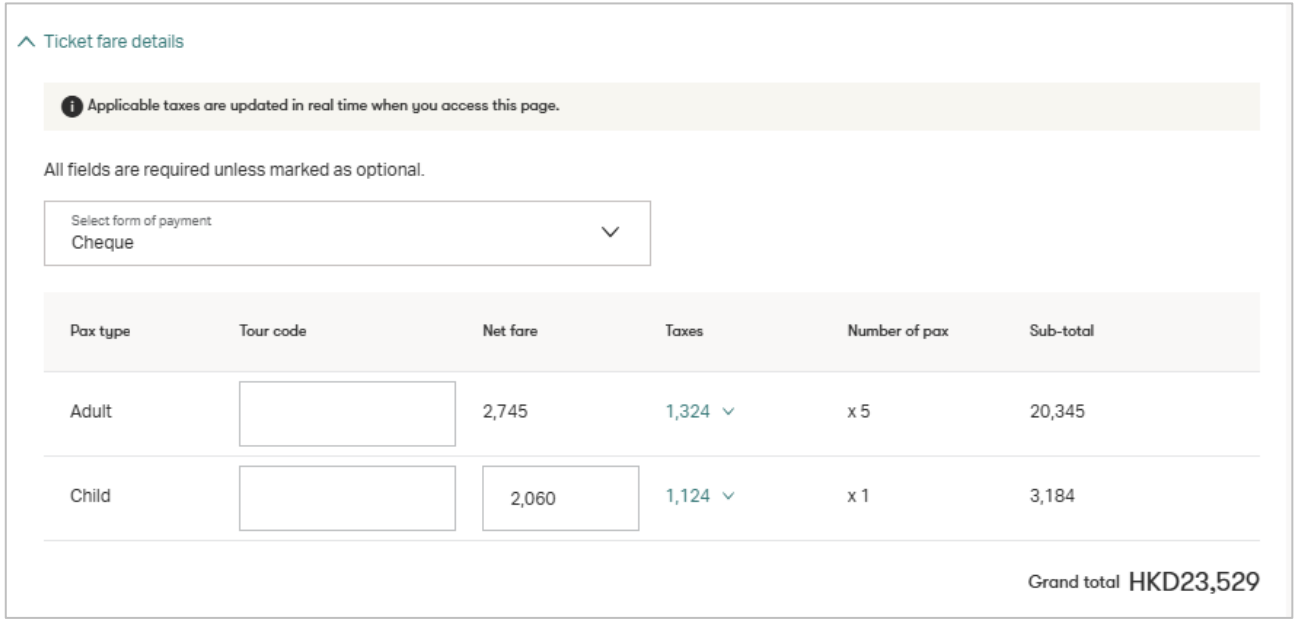


Tip
Click **+ Add Row** to add another surcharge row.
Click **Remove** to delete the selected surcharge row.

Add Net Fare for non-GSO group booking

💡 **Note**

For **non-GSO bookings**, enter the net fare quoted by the Cathay Pacific Sales Office for each passenger type.



🔵 STEP 1

- Enter the quoted net fare in the Net Fare field.

🔵 STEP 2

- Select **Save**.

Add Tour Code for non-GSO group booking

For **non-GSO bookings**, the **Tour Code** is optional and may be entered based on the operational requirements of the local Sales Office.

STEP 1

- Enter the Tour Code (up to 13 characters) on the Fare Information page, if applicable.

STEP 2

- Select **Save** to save the Tour Code.

