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المحاضرة الرابعة والخامسة
الأعمال الالكترونية في السياحة والاستضافة
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TYPE OF PASSPORT

Other travel document may also be used instead of passport subject to allowance by the authorities at origin, transit and destination.

These alternative documents may include:

- National identification cards (I/D cards);
- Travel certificates;
- Military I/D cards;
- Seaman discharge books;
- Affidavits of citizenship;
- Government-issued birth certificates.

The types of passport currently issued are outlined in the following section.

Normal passport

Most countries issue normal passports to its citizens/nationals, which comply with the definition given in the previous section.

ALIEN'S PASSPORT

This type of passport may be issued to individuals living in a country, even though they are not citizens or nationals of that country.

Children's Identity card

Issued by some countries only instead of a passport, e.g. the issued by some countries instead of a passport to minor children who have not reached a specified minimum age.

Diplomatic or consular passport

Issued to diplomatic, consular and other government officials on missions entitling the bearer to diplomatic or consular status under international law and custom.

OTHER PASSPORT

International Red Cross and laissez-passer (safe conduct) travel document supplied to refugees and/or stateless persons.

These passports are issued by international organizations such as the United Nations and the international Red Cross, and are generally accepted for international travel – subject to certain additional requirements.

OFFICIAL, SPECIAL OR SERVICE PASSPORTS

Issued to government officials or other persons on government missions. The type of passport has been specified by the issuing authority.

OTHER TRAVEL DOCUMENTS

OTHER, alternative documents of identity, as described above, may be permitted for international travel in some cases, however, they may not have the same legal effect or status as passports, and may be valid only for travel between a limited number of countries and for specified purposes.

THE VISA

"A visa is an entry in a passport or other travel document made by an official of government, indicating that the bearer has been granted authority to enter or re-enter the country concerned. A visa usually specifies the authorized length of stay, the period of validity and the number of entries allowed during that period"

- Travel agent should be aware that the final decision regarding entry into any country remains with the immigration officials at the entry point.

Agent should collect the following information from the client in order to check visa requirements:

- Country of origin (where journey begins)
- Any stopover or transfer points on route)
- Country of destination
- Country of final destination (will the traveler return to the country of origin where a re-entry permit might be needed?)
- What type of passport the client is traveling on, since requirements may vary according to the type of passport
- Client's nationality or citizenship

The agent can then consult the Travel Information Manual (TIM)
TIM provides travel agent with many of the answers to their client's questions on the subject listed below:

- Passport
- Visa
- Airport tax
- Customs
- Currency

Outlined below is a suggested visa check-list for travel agents:

- Travel agents should check visa requirements for all clients
- The agent is responsible for providing advice on opting a visa
- Check transit and entry requirements to all countries visited or being transited
- Remember that roles regarding transit often differ from those related to a "stopover"
- A transit visa "can mean different things in different countries check the time permitted for transit. If the client's transfer is longer than the transit time allowing, then a visitor visa must be applied for instead of a transit visa.
- Several countries restrict entry to certain nationals. Check TIM under the section admission and transit restrictions.

What Type of Visa Exist?

Visitor visa:

Also referred to as: entry permit, entry visa, busyness visa or travel pass. It provides right of entry to another country, subject to satisfying migration authorities at the points of entry.

The usual conditions for obtaining a vaster visa include:

Proof of holding sufficient funds for the length of stay and proof of prepaid onward travel. Some countries ask for proof of funds and onward tickets before issuing the visa.

Agent can provide a later stating what travel arranges- mints have been reserved.

Transit visa

Provides right of entry into another country purely for the purpose of making travel connections onward to a third country. Regulations related to transit vary from country to country and should be checked.

Transit without visa

Many countries have made agreements that allow other (TWOV) nationals to transit the country without the need to obtain a visa.

Re-entry permits

Where necessary, these permit entitle travelers to return to their country of domical.

Exit permits

They entitle travelers to leave a country. These permits may be necessary for citizens to leave their own country of domical.

Exit permits may be required by for foreign nationals to travel a country throw which they had been traveling, or by expiators.

Schengen visa

To enable people to travel more freely, some European countries created a borderless region called the "schengen area" within.

This Schengen area traveler can travel freely from one Schengen country to another Schengen country without any border controls within and between these countries. Traveler documents are not checked when traveling between Schengen counties, only when they either enter or leave the Schengen area.

4 types of Schengen visas:

A: airport transit visa



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B: transit visa (3 months)

D: long period national visa (valid in country of issue only)

Schengen states comprise: Austria, Belgium, and Check republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Island, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden and Switzerland. For an updated list of Schengen country members, vast: <http://www.axa-schengen.com/en/scheneegn-countries>

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IATA Global Indicators

Fares vary not only by class of service or fare type but also by routing type as represented by global indicators (GI) For example, an economy or Y fare from Los Angeles to Hong Kong via the Atlantic would be higher than the fare paid by the passenger if the traveled via the pacific. In order to quote the correct fare, you will need to know the type of routing which the passenger is taking.

TC1

Also refer to travel within Area 1 or the Western Hemisphere.

GI: WH - Western Hemisphere travel

example: RIO - MIA

TC2

represents travel within Area 2 or Eastern hemisphere.

GI : EH - for Eastern hemisphere travel

Example: GVA - JNP

TC3

also refer to travel within Area 3 which is part of Eastern hemisphere.

travel

GI. EH - for Eastern hemisphere-routing

example: SIN - KPL.

GLOBAL INDICATORS – SUMMARY – Part 1

CODE	BETWEEN	AND	VIA	EXAMPLE
AP	AREA 2	AREA3	AREA 1 AND THE ATLANTIC AND PACIFIC OCEAN	IST-NYC-TYO
AT	AREA1	AREA2	ATLANTIC OCEAN	MEX - MAD
AT	AREA 1 » Except Argentina, Brazil, Chile, Paraguay and Uruguay	AREA3	ATLANTIC OCEAN	NYC – PAR – SYD
AT	AREA 1 » Argentina, Brazil, Chile, Paraguay and Uruguay only	AREA 3 » Except South East Asia and South Asian Subcontinent	ATLANTIC OCEAN	RIO – LON – SEL
EH	AREA 2	AREA2	EASTERN HEMISPHERE	CAI - MAD
EH	AREA 3	AREA 3	EASTERN HEMISPHERE	BKK - DEL
EH	AREA 2	AREA 3	EASTERN HEMISPHERE	BKK – MAD
FE	AREA 2 » European Russia and Ukraine only	AREA 3	Nonstop flights between European Russia/Ukraine and Area 3 but not via nonstop flights to/from Japan/Korea	BJS - MOW – IEV
PA	AREA 3	AREA 1	PACIFIC OCEAN	JKT – YVR
PA	AREA 1	AREA 2	Area 3 and the Pacific Ocean	MEX - HKG - CPT

GLOBAL INDICATORS – SUMMARY – Part 2

CODE	BETWEEN	AND	VIA	EXAMPLE
PN	AREA 3 » South West Pacific only	AREA 1 » South America only	Via North America and the Pacific Ocean	SCL - BOG - LAX - AKL
RU	AREA 2 » European Russia only	AREA 3 » Except Kazakhstan, Kyrgyzstan, Mongolia, Russia in Asia, Tajikistan, Turkmenistan, Uzbekistan	Only nonstop service between European Russia and Japan/Korea	MOW - OSA
SA	AREA 1 » Only Argentina, Brazil, Chile, Paraguay and Uruguay	AREA 3 » Only South East Asia or South Asian Subcontinent	Points in South East Asia, South Asian Subcontinent, South Atlantic, Central Africa, Southern Africa or Indian Ocean Islands only OR direct transatlantic flights	BOM - CPT - EZE
TS	AREA 2 » Except European Russia	AREA 3	Nonstop services between Europe and Japan/Korea	BNE - TYO - MAD - DKR
TS	AREA 2 » European Russia only	AREA 3	Another country in Europe with a nonstop service to Japan/Korea	MOW - FRA - TYO - BKK
WH	AREA 1	AREA 1	Western Hemisphere route	RIO-MIA

Mileage Principle¹

MPM:

Maximum Permitted mileage which is the maximum distant in air miles that the passenger is allowed to travel between the origin and destination of fare component .You can find published MPM in either the PAT fares books or the maximum permitted mileage book. In the PAT fares pages, you will find the MPM under "GI/MPM & Routing" column

TPM:

Ticket Point Mileage represents the shortest operated mileage between the ticketed points of the journey. These TPM are published in the PAT general Rules book.

EMS:

Excess Mileage Surcharge it may happen that after checking the EMA tables, you cannot find an applicable EMA or you found an EMS but not enough to lower the TPM. In such cases, the TPM still exceeds the MPM

and it becomes necessary to impose a surcharge. Surcharges vary from 5% to 25% and are determined by a simple formula. With a calculator, divide the TPM total by the MPM

If the result is:

Over 1.00000 but not high than 1.05.....5%

Over 1.05000 but not high than 1.10.....10%

Over 1. 10000 but high than 1. 15.....15%

Over 1. 15000 but not high than 1. 20.....20%

Over 1. 20000 but not high than 1. 25.....25%

Example:

MPM 7102 TPM 7836 EMA NIL

Divide TPM 7836 by the MPM 7102=1. 10335 which is over 1. 10000 but not higher than 1,15 Therefore, the surcharge is 15%. This in entered as 15M in the fare calculation box of the ticket .

TRUE:²

The TRUE code was established in 1999 as a component of what was then the Outside Sales Support Network (OSSN). Based on IATA's numerical identification system, it was designed for independent travel agents who wanted a means to receive payments directly from suppliers and a way to be recognized in "the system" as sellers of travel. This new accreditation was the first one developed by travel agents, as opposed to ARC, IATA and CLIA's system which was developed by the airlines and cruise lines, respectively.

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Journey Types

One Way- When the traveler just goes from Origin to Destination e.g.

JFK->LON

Circle Trip- When the traveler starts from one location, goes to multiple locations and come back at same location where he started e.g. JFK-

>LON->DEL->JFK

Round Trip - When the traveler starts from one point and comes back to the same point using the same route is called as round trip journey e.g.

JFK->LON->DEL->LON->JFK

Round the world - The journey in which the traveler travels around the world and crosses the international timeline, visiting multiple places e.g.

JFK->SYD->HKG->DEL->LON->JFK

Open Jaw- When the traveler goes from one place to another by air, from there, goes to a third place by other means of travel, and then takes a flight back to where he started e.g., he goes from JFK to LAX by air, from LAX to SFO by car, and then from SFO to JFK by air.

(NCU)

National Currency Unit : A national currency is a legal tender issued by a country's central bank or monetary authority. It is typically the predominant medium of exchange for purchasing goods and services. In the United States, the dollar is the primary form of currency, backed by the full faith and credit of the government and the Federal Reserve.