



# Air Fares & Ticketing 1

P19

**Interpret documents used in air travel**

Provide a sample of the following air travel ticket documentations. Explain the purpose of, and how each of the documents are used in air travel operations:

- E- ticket
- Manual two- coupon return ticket
- Open Jaw ticket
- Conjunction ticket
- Linear formats
- Off premises ticket and boarding pass (OPATB)

P20

**Explain (describe in detail and reveal relevant facts) different documents used in air travel**

In your explanation, be sure to answer the following questions: What is each document? Why is each document used by International Air Transport Association (IATA)?

- Miscellaneous Charges Order (MCO)
- Multipurpose Document (MPD)
- Universal Credit Card Charge Form (UCCCF)



ii. Universal Credit Card Charge Form

I ACKNOWLEDGE RECEIPT OF TICKET(S) AND/OR COUPON(S) FOR RELATED CHARGES DESCRIBED HEREON AND AM AWARE OF APPLICABLE RESTRICTIONS AND/OR PENALTIES AS SHOWN ON SUCH TICKET(S) AND/OR COUPON(S).  <b>X</b>		<b>UNIVERSAL CREDIT CARD CHARGE FORM</b>			DATE AND PLACE OF ISSUE  <b>3</b>
		CARRIER CODE <b>2</b>		<b>AGENT COPY</b>	
<b>1</b>		DATE OF ISSUE <b>3</b>		IF EXTENDED PAYMENT APPLICABLE, CIRCLE NO. OF MONTHS <b>3 6 9 12 4</b>	
NAME OF PASSENGER IF OTHER THAN CARDHOLDER <b>5</b>		OTATO NO. <b>6</b>	CONNECTION OF PASSENGER WITH SUBSCRIBER <b>5</b>		APPROVAL CODE <b>7</b>
<b>COMPLETE ROUTING</b>		FARE BASIS	CARRIER	AIRLINE FORM	SERIAL NO.
<b>8</b>			<b>8</b>	<b>10</b>	
		<b>TICKETS NOT TRANSFERABLE NO CASH REFUNDS</b>		<b>11</b>	
FARE	TOTAL	ROUTE CODE			
TAX	<b>12</b>				
EQUIV. AMT. PD.					

1. Obtain the signature of the cardholder and compare it with the signature on the credit card.
2. Enter the three (3) digit carrier code.
3. Imprint the date of sale and the agency identification.
4. Enter the name of the passenger and connection with the subscriber, if other than the cardholder.
5. Enter the authorization/approval code received from the credit card company.
6. Enter the airport/city code, fare basis and carrier codes of the ticket routing (if applicable).

7. Enter the credit card name or two-letter alpha code.
8. Enter the carrier code and ticket number(s) of tickets issued.
9. Imprint card.
10. Enter fare, tax and total of all tickets issued.

iii. State four (4) reasons why an airline may issue a Multipurpose Document and provide an example of an Electronic Multipurpose Document (EMD).

P22

**Explain (make clear by describing in detail and revealing relevant facts) information displayed on the documents**

What information does each document contain (be detailed)?

- Miscellaneous Charges Order (MCO)
- Multipurpose Document (MPD)
- Universal Credit Card Charge Form (UCCCF)

P23

**Identify and give details of three (3) different payment methods used in air travel**

<b>Form of Payment</b>	<b>Example</b>	<b>Benefit to traveller</b>	<b>Benefit to airline or other air travel related organisation</b>
1.			
2.			
3.			

M3

**Learners must show evidence for P19 to P23. Evidence must be accurate and meet all the requirements of each task.**

**Learners should therefore accurately complete and interpret all the tasks outlined from P19 to P23.**

**P20 explain different documents used in air travel P21 identify terminology used on documents P22 explain information displayed on documents P23 identify different payment methods [SM 1]**