

LESSON NOTES AND ACTIVITY 15

Year/Level: 13 Subjects: Office Technology

STRAND	OT 13.3 Office Administration
SUB-STRAND	OT 13.3.1 Office Roles and Functions
LEARNING OUTCOME	<ul style="list-style-type: none">• Identify methods of payments of business trip• Identify the content of a travel folder• Explain the useful information a traveler should know

METHODS OF PAYMENTS

Methods available for payment of business trip

There are various methods of paying for the trip such as:

1. Cash - A certain amount of cash (a limit is sometimes specified by the country and the amount you take is usually noted in the passport) may be required for expenses (e.g. taking taxis immediately on arrival in the country)

2. Credit Cards - It is common these days for overseas travelers to use credit cards. The advantages are that they reduce the amount of cash and travelers' cheques that needs to be carried and the travelers' source of money can be accessed immediately if there is a sudden need for extra finance.

3. Travelers' Cheques - Travelers' cheques can be bought from banks, hotels and travel agents. The disadvantage of travelers' cheques is that they can be lost or stolen and take time to replace.

4. Reimbursement of expenses - There are always some expenses that require reimbursement after the trip. A record should be kept by the traveler of business expenses and relevant personal expenses, which will later be reimbursed. These may include:

- local transportation
- meals and snacks
- postage
- telecommunications expenses
- laundry services
- entertainment

The travel folder

All documentation and information required by the traveler should be placed in a folder for used on the trip. This includes:

- air tickets
- writing materials
- departure tax stamps
- health documents

- confirmation of hotel reservations
- business cards
- confirmation of car hire
- passport with entry visa stamp or document
- health insurance and vaccination certificates travel itinerary
- travel funds (travelers' cheques, credit cards, cash)
- excess baggage vouchers
- international driver's license
- travel insurance document
- letters, memos, conference notes and other working documents
- list of appointments and meetings, or details of conference (if not on itinerary)
- list of home and overseas telephone/fax numbers
- list of addresses and special instructions

Useful information

In addition to the documents and itinerary in the folder, attached to the itinerary should be useful information about the country being visited for example:

- the language used
- business hours
- public holidays (in case banks and other public utilities are closed)
- essential services (opening hours of pharmacies, doctors post offices)
- essential telephone numbers (e.g airports, ambulance, police and taxi)
- radio and television service information
- climate
- clothing and dress requirements
- whether smoking is prohibited in public places
- customs regulation
- cultural information

ACTIVITY

Essay Writing

Planning an interstate business trip involves a lot of preparation.

With reference to the above statement, discuss the three

- ♣ Advantages of using travel agents for booking your overseas trips
- ♣ Documents for overseas business travel
- ♣ Methods available for payment of business trip

THE END 😊