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Ticketing

There are different types of tickets

(1) Manual tickets: Tickets issued by Hand/ or written and issued by Hand.

(2) Auto Mated tickets: are those which are printed and issued with the help of a computer using any of the CRSE (computer reservation system) namely: Abacus, Amadeus, Galileo, Sabre etc.

E-Tickets

E-tickets are the latest innovation by which physical issuance of a tickets is avoided by holding the tickets in the memory of the CRS.

The passenger is handed over only the printout of the itinerary or

The PNR (Printout Passenger Name Record) along with the receipt.

Manual tickets

Airline tickets are some what technical in nature also they incur a high cost of printing so extra care must be taken.

Points to be kept in mind while writing ticket

- Tickets are Cash Value document and must be treated with care.
- Use Capital letters only.
- No cutting are permitted.
- No overwriting is permitted.
- No crossing is permitted or alteration.

→ Any erasing ... and alternation makes the ticket invalid.

→ Ditto marks not be used.

→ All Coupons must be checked for eligibility.

→ The ticket become invalid if any of these points are not taken care off. and will put the passenger into great inconvenience as he may be denied boarding if ticket is not issued properly.

Name of the Passenger.

Enter the passenger's name followed by 'sr.' and then the title.

→ if there is a middle name it is written after the first name.

example

MR AB MATHEW

MATHEW | AB MR

→ Note that the passenger name on the ticket or pnr and the passport should be exactly the same.

Fare

Entered the total fare (excluding any taxes) for the complete itinerary to be covered by that ticket. The fare entered in this box is in the local currency of the country of the commencement of travel.

(3)

Equivalent fare paid

Enter the amounting amount of the fare in the

Currency which is actually being collected at the time of payment

This box is only filled if the currency being collected is different from the currency being collected is different from the currency entered in box no 2.

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Tax / Fee / charge

In addition to the air fare different types of taxes may be imposed. Some of these taxes are paid in cash directly at the airport these are known as departure tax or arrival tax but some taxes depending from country to country are collected at the time of ticketing itself. These are shown on the ticket in box no 4.

These taxes are generally
return in local currency
and proceeded or followed
by the tax code.

Box no 5
Total.

This is the total amount ^{proceeds} received
by the currency codes and include
fares plus all the taxes

Box no 6 Is form of payment

Here The form in which the total amount
that i.e. taxes & fare paid
should be entered.

for eg. If it is paid in cash write
the word cash if paid
in invoice write invoice,
or the payment could be
made in credit cards.