

## (2) Itinerary Planning.

It is the total travel plan of a passenger from origin to destination via the various intermediate points.

Point to be kept in mind while planning an itinerary

- (1). Establish the places where your passenger wishes to travel to.
- (2). Establish the order in which the passenger wishes to visit them.
- (3). Link the cities in such a way as to avoid back travelling or zigzagging. So as to establish the shorter route.  
(But remember to meet any special request made up the

passenger).

(4) Give preference to itinerary with the lowest fare.

(5) Take into account political situation, geographical situation & practicality of transport options.

(6) Always have alternatives ready for a passenger just in case he changes his mind or if there are some unexpected circumstances.

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## Passenger Briefing

A passenger is a person other than a member of a crew entrusted to operate a particular flight who is carried or who is to be carried on an aircraft when with the consent of the carrier. Beside holding a ticket a passenger performing and international journey must be in possession of the following

- Passenger
- Visa
- health certificate

It is a legal responsibility of the passenger to fulfill all govt. requirement rules and regulations in connection with his travel.

However, if documentation is left to the passenger then it is very likely that the airlines will have a passenger with incomplete documents.

The consequences of this could be disastrous for the airlines. Non-fulfillment of governmental formalities will lead to

(1). Off-loading at the origin resulting in an empty seat - result loss of revenue.

(2). Repatriation of the passenger from the destination and this could be at the cost of the airlines.

(3). Loss of passenger goodwill because ultimately the ~~with~~ passenger will blame the airline for inadequate briefing. (11)

(4). Loss of goodwill of the govt. authority as time and again they will have to check and recheck passenger documents resulting in long queues at their desk.

(5). Reflection of inefficiency on the part of the airline.

# Passport

A passport is an official document of identity issued by the competent authority to nationals of the issuing country.

## Different types of passport:

1. ordinary passport is Naivi Blue colour and issued to ordinary citizens of the country.

(ii) Diplomatic Passport is Maroon colour and issue to diplomats.

(iii) Official passport service passport is light green colour and issued to a govt personnel involved in their own country but going aboard on official visit. Official Passenger are arrival to the official

himself or and not to the department).

(4) Special Passport for specific journey. | Passport Issued for Judged

(5) CDC (Continuous Discharge Certificate) also known as the Sea Men Book is a special document issued to people working in the Merchant Navy

(6) Identity Certificate for stateless persons

Ex: Tibetans living in India.

≠ A Passport must be checked for the following

- (1) identity of the holder.
- (2) Validity
- (3) VISA (Validity)
- (4) Any Endorsement.

A Visa is an entry in the passport or any other travel document made by the designated competent designated of the govt. of a country to indicate that the bearer has been granted the permission to enter or re-enter the concerned country. Visas are of diff. types.

- ① Tourist Visa.
- ② Business Visa
- ③ Student Visa.
- ④ Transit Visa
- ⑤ Immigrant Visa.

Visa could be single entry, double entry or multiple entry also the validity of the visa may vary.

The check are that need to carry out in the visa are:-

- (1) Identity
- (2) Validity
- (3) Types of Visa
- (4) endorsement.