



The Business of Travel: Agency Operations and Administration (The Travel professional series)

By Dennis L. Foster

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This text provides students with the information they need to handle the day-to-day operations of a travel agency. It presents clear explanations and discussions of such topics as: job descriptions of personnel, financial planning and accounting, preparation of sales and ARC reports, client billing, and commissions tracking. Software allows students to enter data as if they were using an automated system in an agency.

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