

# Module 1 : Office administration

- **Theme1: Travel offices**

- Define retail travel agency – it is the middleman between the supplier and the consumer. They also on business that provide services to customers in return for profit. Tourism products that this agency sell are flights, accommodation.
- **Three main types of retail travel office(travel agencies)**
- Leisure travel agency- The main aim of this agency is to serve the needs of holidaymakers.it booking is meant for leisure.
- Corporate travel agency-The main aim is to serve the needs for business trips
- In-house travel agency –This travel is based inside a company and only does business travel bookings for that specific company. The travel agents are therefore also employees of the company

# Travel Office Procedures Last Year June 2014 Question Papern4

**Judd E. Hollander**



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