

TASF-TRAVEL AGENT SERVICE FEE

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AGENDA

- Overview
- Procedures and Guidelines
- Formats
- Example
- Service Fee Sales Report
- Service Fee Charge Rate Table

Overview

- MISF entry allows you to automatically issue a service fee for air, car, hotel and all other auxiliary segments within a PNR
- Controlled by the Travel Journal Record (TJR)
- A default service fee amount in TJR with a simple entry
- Credit card as form of payment

Procedures and Guidelines

- You must define a Service Fee amount in your TJR but you can override this amount in your MISF entry
- A PNR must be present in your working area
- The form of payment must be credit card and should be inserted in your MISF entry with or without a manual approval code
- Use name select option if you are issuing a service fee for more than one passenger in your PNR
- Service fee transactions are automatically included in the Sales Reports (DQB*SF)
- Void TASF transactions using the current void processes (WV) and must be done within the same reporting period as issued

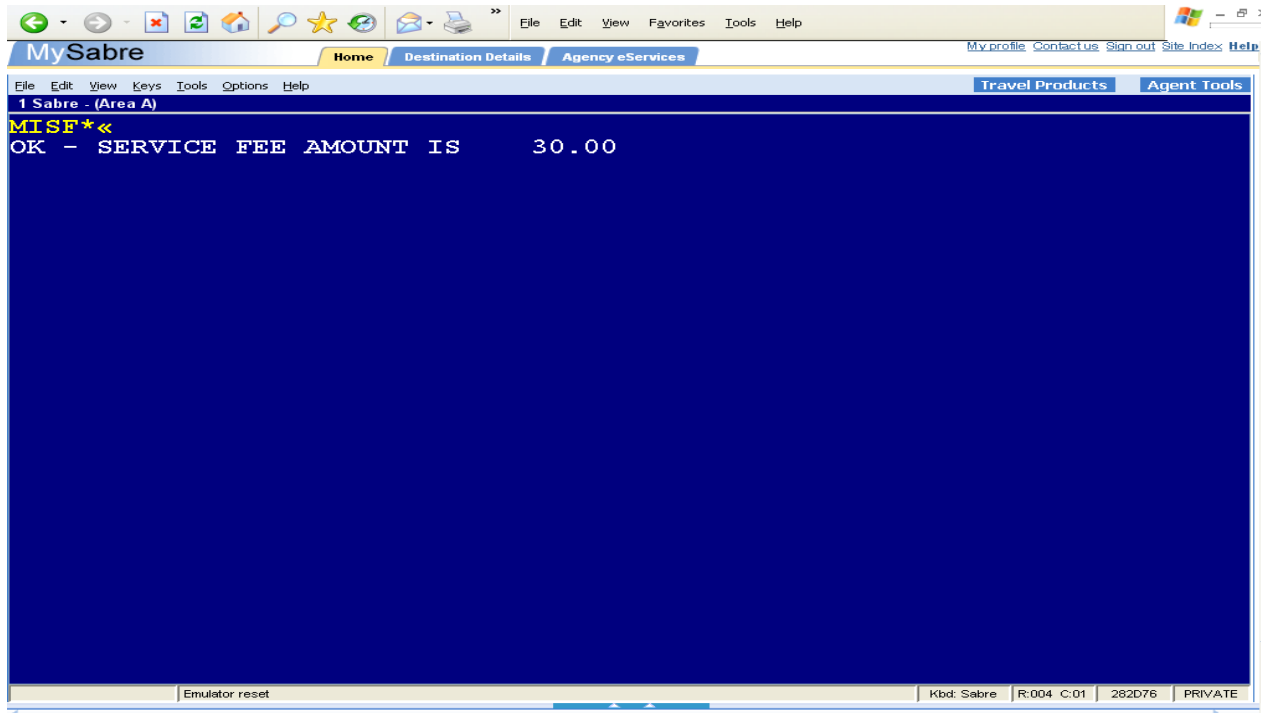
- After ending the PNR a Service Fee transaction number is inserted in *T field
- A separated accounting line is created in the *PAC field

Formats

- Display current service fee setting in the TJR : **W/MISF†***
- Update the service fee amount in the TJR : **W/MISF†A30.00**
- Display service fee amount prior to issuing the service fee transaction : **MISF***
- Issue a service fee request and specify form of payment information : **MISF†F*VI450000000000023/0209**
- Issue a service fee request and specify form of payment and name selection: **MISF†F*VI450000000000023/0209†N2.1**
- Issue a service fee request with manual approval code: **MISF†F*VI450000000000023/0209*Z12345**
- Issue a service fee request and specify a service fee amount: **MISF†XSF40.00†F*VI1234567891234567/0209**

Example how to issue service fee

- Display your PNR and issue the ticket
- Display service fee amount prior to issuing the service fee transaction



The default amount in the TJR is EUR30.00

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1 Sabre - (Area A)

```

*A<<
JYRRXZ
 1.1ANDREOU/ANDREAS MR
 1 CY 386Q 06MAY 3 LCACDG HK1 1020 1355 /DCCY*NXNVKH /E
 2 CY 387Q 10MAY 7 CDGLCA HK1 1500 2015 /DCCY*NXNVKH /E
TKT/TIME LIMIT
 1.TAW/
PHONES
 1.NIC22664515-A
PRICE QUOTE RECORD EXISTS
GENERAL FACTS
 1.OSI YY BKG BY ZENON NDC TEL 22664515
RECEIVED FROM - P
UR2B.UR2B*ADS 0540/26NOV08 JYRRXZ
W#ACY#F*VI4500000000000023/0209<<
* CREDIT VERIFICATION IN PROGRESS
OK 409.47 0W5S
ETR MESSAGE PROCESSED
NO COMMISSION WAS ENTERED
OK 6.6
MISF#XSF40.00#F*VI4500000000000023/0209<<
* CREDIT VERIFICATION IN PROGRESS
OK - SERVICE FEE AMOUNT APPLIED IS 40.00 0W5S
AGENCY COMMISSION - 40.00
OK 6.6 MISF - SVC
  
```

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Entry to issue ticket

Entry to issue service fee

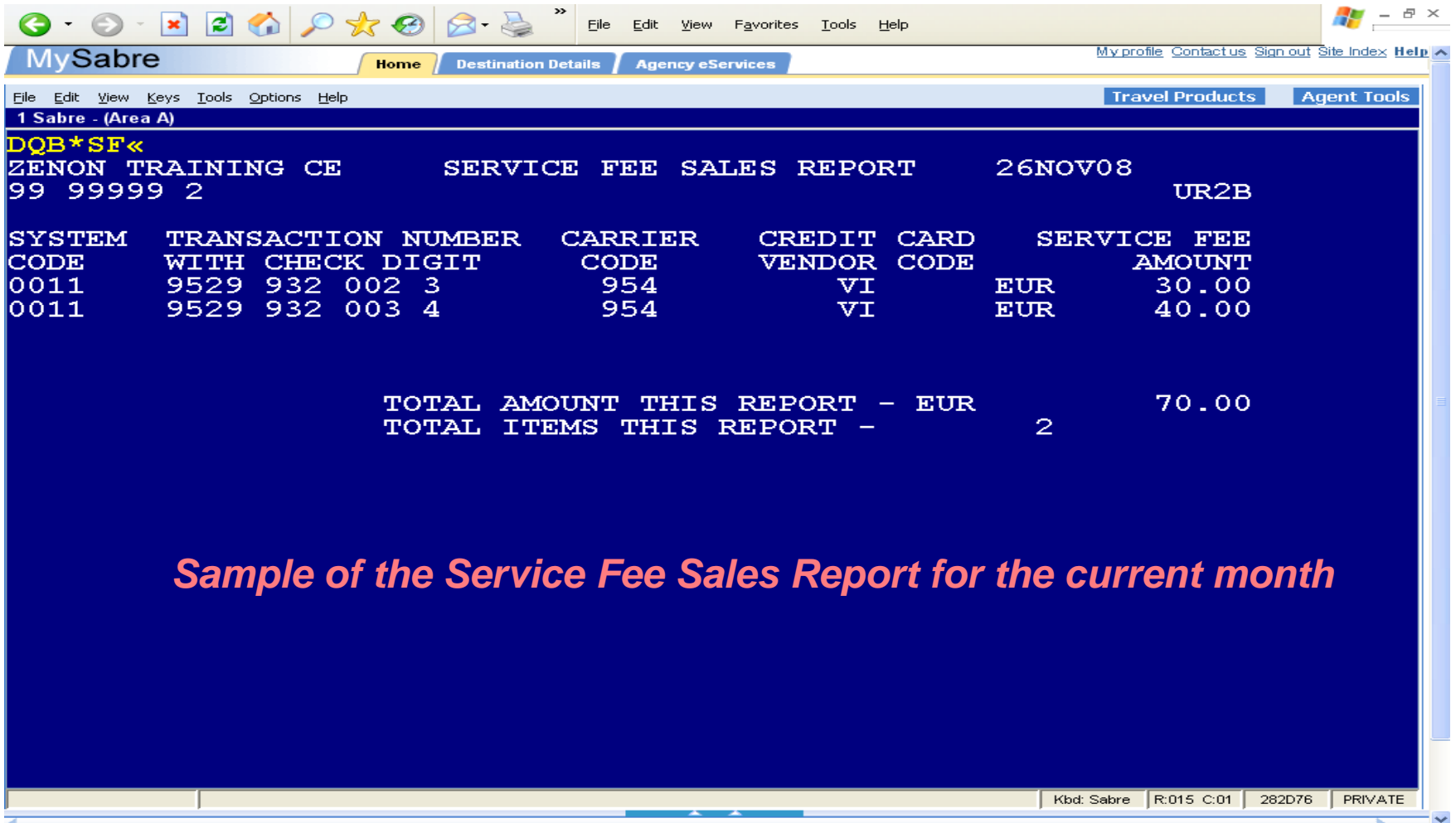
The screenshot shows a Sabre terminal window with the following content:

```

1 Sabre - (Area A)
*T*PAC<<
TKT/TIME LIMIT
1.T-26NOV-UR2B*ADS
2.TE 0489604802770-CY ANDRE/A UR2B*ADS 1352/26NOV I
3.TK 9549529932003-AT ANDRE/A UR2B*ADS 1353/26NOV D
ACCOUNTING DATA
1.  CY#9604802770/ 0.00/ 299.00/ 110.47/ONE/CCVIXXXXXXXXXX
   XXXXX0023 1.1ANDREOU ANDREAS MR/1/F/E
2.  XB#9529932003/40.00/ 40.00/ 0.00/ALL/CCVIXXXXXXXXXXX
   XXX0023ANDREOU ANDREAS MR/1/D
  
```

Two orange arrows originate from the text below. One arrow points from the text "A service fee ticket number was inserted in the *T field" to the *T field of the third ticket line (TK 9549529932003-AT). The other arrow points from the text "An accounting line with the service fee amount in *PAC field" to the *PAC field (9604802770) of the first accounting line.

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1 Sabre - (Area A)

DQB*SF<<
ZENON TRAINING CE SERVICE FEE SALES REPORT 26NOV08
 99 99999 2 UR2B

SYSTEM CODE	TRANSACTION NUMBER WITH CHECK DIGIT	CARRIER CODE	CREDIT CARD VENDOR CODE	SERVICE FEE AMOUNT
0011	9529 932 002 3	954	VI	EUR 30.00
0011	9529 932 003 4	954	VI	EUR 40.00
TOTAL AMOUNT THIS REPORT - EUR				70.00
TOTAL ITEMS THIS REPORT -				2

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Sample of the Service Fee Sales Report for the current month

Service Fee Sales Report

- You can display the Service Fee Sales Report :
 - for the current month
 - for a particular month (up to 4 months)
 - for a specific month and a date range
 - for a date range in the current month
 - for a range of months
 - for all stored months

Service Fee Charge Rate Table

- Charge rates apply to the TASF at the time of transaction by the credit card vendor
- List of acceptable credit card for Cyprus
- Service Fee Value – Credit Card % - BSP Fee Amount – Sabre Fee Amount = **Agency Commission**

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W/TASF*«

SERVICE FEE CHARGE RATES APPLIED - CYPRUS

BSP FEE AMOUNT	-	EURO.20
SABRE FEE AMOUNT	-	EURO.00
CREDIT CARD PERCENT		
AMERICAN EXPRESS	-	2.80
VISA	-	2.55
DINER\$S CLUB	-	3.00
MASTERCARD	-	2.80
UATP	-	1.90

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Questions?

