

TOPIC: Adding Travel Agents to Red Jacket reservations
CATEGORY: TA Commissions
DEPARTMENT: Reservations
FREQUENCY: Medium
IMPACT: High
RISK: Potential loss of revenue with inaccurate commission reporting

POLICY: Travel Agents need to be added at the time of booking at 10% commission on selected rate plans only.

Note: Procedures are suggestions only and are not the only acceptable manner with which to satisfy policy requirements.

PROCEDURE:

There are only 4 rate plan that can qualify TA to get commission and these are:

- **BAR: Best Available Rate**
- **BKDO: Book Direct**
- **AAA: AAA**
- **PARK: Park and Save**

Remember to advise TA that 10% Commission only applies to the Room Charge, not the full stay/fees.

When you make the reservation please make sure the TA profile/IATA number is added to the reservation and then under additional details, toggle on commission to yes and select 10%.

If you booked the guest under a Non commission rate plan, a red error message will appear stopping you from proceeding further.

An example of added TA and turning on the commission is listed below:

Standard Operating Policies and Procedures



Red Jacket Beach Resort Travel Agent Card
Katherine Beauchamp - Thursday, 12 July 2018

AAA TRAVEL STATUS: OFF
EDMOND OK | 1-405-3488281 | sbeveridge@aaamidatlantic.com

Summary | Contracts | Statistics | Wallet | Notes | Commissions | Activity Log

Travel Agent Info

TRAVEL AGENT NAME
AAA TRAVEL

ADDRESS
1701 S BROADWAY
Enter Address Line 2
Enter Address Line 3

CITY
EDMOND

POSTAL CODE
73013-4014

STATE
OK

COUNTRY
United States

PHONE
1-405-3488281

FAX
Enter Contact Fax

E-MAIL ADDRESS
sbeveridge@aaamidatlantic.com

WEB PAGE
Enter Web Page

Extended Travel Agent Details

IATA NUMBER
37545546

TAX ID
Enter Tax Id

COMMISSION
☐ OFF ☒ ON 20 %
☐ COMMISSION PREPAID

BILLING INFORMATION (0 ROUTES DEFINED)
[ADD BILLING INFORMATION](#)

ACCOUNTS RECEIVABLE NUMBER
AR Number [CREATE ACCOUNT](#)

Primary Contact Details

FIRST NAME
Enter Contact First Name

LAST NAME
Enter Contact Last Name

JOB TITLE
Enter Job Title

PHONE
Enter Contact Phone

E-MAIL ADDRESS
Enter Contact Email Address