Contents

Chapter 1 - Fares	s Overview
	Fare References
	Terms
	Tariff/Fare Quote Display
	Published Normal Fares
	Published Discount/Excursion Fares
	Constructed Fares
	Summary
	STOP Review and Apply
Chapter 2 - Disco	unt Fares And Fare Basis Codes
	Discount Fares
	Fare Basis Codes
	Interpreting Fare Basis Codes
	Summary
	STOP Review and Apply
Chapter 3 - Interp	reting Fare And Rule Displays
	How To Read Tariff Displays
	Fare Rules
	Interpreting Fare Rules
	Summary
	STOP Review and Apply
Chapter 4 - Cons	structed Fares
Chapter : Conc	Constructed Normal Fares
	Constructed Discount Fares
	Constructed Round-Trip Fares
	Summary
	STOP Review and Apply
	STOP Neview and Apply
Chapter 5 - Interp	reting Taxes And Fees
	Overview
	Terms
	Fare Calculation Line/Fare Ladder
	U.S. Taxes
	U.S. Fees And Surcharges
	U.S. Tax Summary
	Canadian Taxes
	Canadian Tax Summary
	STOP Review and Apply

Contents

Chapter 6 - Dome	estic Airline Tickets
	Distribution System
	A Contract
	Automated Tickets (ATBs)
	Flight Coupons
	Interpreting ATBs
	Currency and Codes
	Electronic Tickets (ET)
	Prepaid Ticket Advice (PTA)
	Interpreting a Prepaid Ticket Advice (PTA)
	Miscellaneous Charges Order (MCO)
	Interpreting a Miscellaneous Charges Order (MCO)
	Tour Order
	Interpreting a Tour Order
	Summary
	STOP Review and Apply
Chapter 7 - Meth	ods Of Payment........................101
•	Acceptable Forms of Payment
	Charge Forms
	Additional Forms of Payment
	Summary
	STOP Review and Apply
Chapter 9 Defu	nds
Chapter o - Kerui	
	Refund Guidelines and Procedures
	Refund Guidelines and Procedures
	Full Refund
	Partial Refunds
	Refund/Exchange Notice (REN)
	Interpreting Refund/Exchange Notices (RENs)
	Summary
	STOP Review and Apply
Chapter 9 - Exch	anges
	Types of Exchanges
	Exchange Guidelines and Procedures
	Interpreting RENs
	Summary
	STOP Review and Apply

Contents

Chapter 10 - Inter	rnational Fares Overview	149
•	Controlling Organizations	150
	International Faring	
	Terms	
	Types of Trips	
	General Rules	
	International Fare Basis Codes	
	Currency	
	Summary	
	STOP Review and Apply	
	STOP Neview and Apply	100
Chapter 11 - Rou	ting-Based Fares	
	Benefits and Features	
	Fare Quote	
	Routing Fare Rule	168
	Fare Calculation	170
	More Displays	171
	Fare Calculation	173
	Summary	
	STOP Review and Apply	
	_	
Chapter 12 - Mile	eage Fares	
	Benefits and Features	
	Mileage Elements	181
	The Process	182
	Minimum Checks	183
	Mileage Elements in Detail	184
	International Fares Flow Chart	
	Summary	
	STOP Review and Apply	
Chapter 13 - Inter	rnational Ticketing	
	Interpreting International Tickets	196
	Fare Calculation Lines	198
	Summary	199
	STOP Review and Apply	200
A		
Appendix		
	Codes	
	Buffer Zone Cities	
	Notices	,
	24-Hour Clock	
	Time Zones	A-9
	Time Zone Map	A-10
	Documentation	A-11
	U. S. Customs	
	Currency Exchange Procedures	
	Travel Advisories	
Glossary		G-1

CHAPTER 1 - FARES OVERVIEW

Introduction

How much does it cost? What is the fare? The answer to that question must be provided many times each day. Domestic fares are multiple and volatile. The carriers operate in a highly competitive market. The cost of an airline ticket goes up and down with a variety of ticketing and traveling restrictions and there are multiple fares between all major cities. The quoting of fares and the pricing of air itineraries is complex.

Automation of reservations and fares assists you in quoting the lowest applicable fare. The traditional automation, Global Distribution Systems (GDSs) or Computer Reservations Systems (CRSs), are your primary fare and pricing resources in the workplace. Alternatives to traditional GDSs, including the World Wide Web, now add to that resource making many different options available for the travel professional. Even the traveling public has access to fares, thanks to the Internet.

In this chapter we will provide an overview of domestic airfares, introduce you to some valuable references and resources and then concentrate on some basic faring terms and codes used in the industry. You will want to memorize the codes.

In the remainder of the chapters we have used GDS displays to explore air fares and teach you to interpret such displays.



After completing this chapter you should be able to . . .

Name three fare references
lateration at the second attenues as

Identify, define and diagram four trip types

Differentiate between normal fares and discount fares

Differentiate between published fares and constructed fares

Define the fare terms included in this chapter

Summary

- The format of tariff displays varies from GDS to GDS. In general, tariff displays include such things as:
 - City pairs
 - Date of display
 - Discount fares and normal fares
 - Fare basis which includes the booking code
 - Minimum and maximum stays
 - Advance purchase requirements
 - > Effective travel dates, when applicable
 - > Effective ticketing dates, when applicable
 - Routing
- Every fare is governed by a fare rule or rules.
- Normal fares are year-round fares with no restrictions on purchase time, travel time or refunds and changes. Normal fare construction is governed by Rule 165, which provides for point-to-point construction.
- Discount fares are governed by special fare rules. Each fare rule includes all the travel and purchase conditions as well as the construction information for a specific fare as identified by the fare basis code. Some fares have more restrictions than others and therefore those rules will be longer. Each fare rule is divided into informational categories or subjects. Each category describes a particular type of restriction or condition of travel including:
 - Booking Code
 - Penalties/Changes
 - > Reservations and Ticketing
 - Minimum and Maximum Stay
 - Day/Time Application
 - Seasonal Application
 - Blackouts
 - Effective/Expiration Dates

- Flight Application
- Stopovers/Open Jaw
- Open Return
- > Combinability
- Co-terminals
- Surcharges and Fees
- > Reroute

CHALLENGE

You can access fares and rules through the Internet.
Sites such as http://expedia.com and www.travelocity.com
allow you to request air travel, price it and then read the rules for the fare.
Explore these sites or others of your choice
and compare with the information found here.
Report your findings to your instructor.

U.S. Tax Summary

The definitions to remember when applying U.S. transportation taxes and fees are:

- United States the 50 states and the District of Columbia.
- Continental United States the contiguous 48 states and the District of Columbia.
- ➤ Buffer Zones those areas of Canada and Mexico within 225 miles of the borders of the continental United States.
- Domestic Travel travel wholly within the continental U.S., travel to and within Alaska and Hawaii, and travel to, within, and between the U.S. and the buffer zones.
- International Travel travel beyond the buffer zones.

Ticketing Codes need to be memorized to efficiently interpret faring information.

TICKET CODE	Tax Description and Application
AY	U.S. Security Service Fee - This security fee is levied by the U.S. Government on any enplanement in the Untied States. It is currently \$2.50.
Q	Surcharge - Fees assessed the airlines by airports and municipalities and/or fuel surcharges that are passed on to the consumer. Amounts vary.
US	U.S. Ticket Tax - The domestic percentage tax on travel within the continental U.S., within Alaska and within Hawaii, currently 7.5%.
US	Alaska/Hawaii Ticket Tax - A ratio of the 7.5% U.S. Ticket Tax.
US	U.S. International Departure/Arrival Tax - Applicable to all arrivals in or departures from the United States. Currently \$15.10.
US	Alaska/Hawaii International Travel Facilities Tax - Applicable to travel involving departures to or from Alaska or Hawaii. Currently \$7.50.
XA	Animal and Plant Health Inspection Service (APHIS) Fee is applicable to travel into the U.S. and Puerto Rico from any international point except Canada. Currently \$5.00.
XF	Passenger Facility Charge (PFC) - Assessed by an airport for airport improvement. Maximum 2 PFCs for a one-way ticketed journey, maximum 4 PFCs for a round-trip ticketed journey. Amount is usually \$3.00 or \$4.50.
XT	Combined Taxes/User Fees - This code is used when more than two taxes apply on the ticket. A breakdown of the taxes is shown in the fare calculation area of the ticket.
XY	Immigration Inspection Fee (INS) - Applicable to travel into the U.S., Puerto Rico, Guam, and U.S. Virgin Islands. Currently \$7.00
YC	U.S. Customs User Fee - Applies to travel from any international point, except Canada, Mexico and select Caribbean islands, into the U.S. and Puerto Rico. Currently \$5.00.
ZP	U.S. Flight Segment Tax - charged for flights from non-rural airports. The current amount is \$3.40 with increases from that point on indexed for inflation.

STOP Review and Apply

5. Refer to the REN below to answer the following questions:

	AMOUN REFUNDED SUBJECT TO (COLL	ECTED	REFUND/EXCHANGE NOTICE																CARRIER'S COPY															
Α	TOTAL COST O NEW TICKET (S		645.10	PASSENGER NAME HAN:	SEN	1/ C	ON	INI	Ε			CARD HOLDER / CORPORATE NAME HANSEN/CONNIE															00134349								
В	BASE FARE OF OLD / REFUNDE TICKET(S)		393.48	COMMISSION ON NEW TICKET(S)	FORM OF PAYMENT / ACCOUNT NUMBER VI 4321 1122 3344 5656 11/XX														TODAY'S DATE DAY MONTH YEAR																
С	INDIVIDUAL TAXES	US	29.52	COLUMISSION ON ADJUNIT PER L															4	X	X														
D	OLD/ REFUNDED TICKETS	ZP	3.40															TICKET NUMBER(S)																	
E	INCLUDING PFC'S	ХT	7.00	ON OLD TICKET(S)	H	FLT. CF	PNS.	П	_	RER	П	٦	.1.	1		RIAL N	T	1.		Н	CAR	Т	т.	Τ,	L	Ι_	Т		RMLN		Л.	Т.	Т	ск	
F	TOTAL COST O OLD TICKET(S (B+C+D+E)		433.40	COMMISSION DUE TO / FROM YOU	1	\dagger	+	- -	9	0 0	-	8 4	4 5	0 6	1	2 5	7 2	3	4		1) (1-	- 8	1	15	6	1	2	2	6 1	+	-		
G	TOTAL COST OF NEW MINUS TOTAL COST OF OLD (A - F)		£ 211.70	<u>:</u> 0				-			-		1	Ī			İ			Ĺ			<u> </u>	1			İ				Ţ	İ	Ē		
Н	ADMINISTRATIV OR PENALTY FEE AMOUNT COLLECTEI	DEROM	+ 0	STRAIGHT REFUND APPORTCODE AUT AIRPORTCODE AUT AIRPORTCODE AUT AIRPORTCODE AUT AIRPORTCODE AUT AIRPORTCODE AUT													— 可]																	
1	OR REFUNDED TO C (G + H) SUBJECT TO CARRIE	LIENT	211.70	EVEN EXCHANGE REFUND WITH EXCHAN	GE		u.	L	L	SL	C	4.	<u> </u>	L				<u> </u>				_		J L				<u>_</u>	<u>_</u>						

- a. Is this a straight refund, add collect, even exchange or refund with exchange?
- b. Is there an administrative fee or penalty on this exchange?_____
- c. What is the total cost of the old ticket?
- d. What is the amount to be collected?
- e. Who is this REN for?_____

STOP Review and Apply

6. Refer to the REN below to answer the following questions:

	AMOU REFUNDED SUBJECT TO	/ COLL	ECTED	ARC	REFUND/EXCHANGE NOTICE															CARRIER'S COPY																			
А	TOTAL COST Newticket		2237.00	PASSENGER NAME CHAS	SE	/M	AR	IS	SA				CARD HOLDER / CORPORATE NAME															00 152220											
В	BASE FARE (OLD / REFUND TICKET(S)		2125.11	COMMISSION ON NEWTICKET(S)		FORI	I OF PA	YMEN	IT / ACC	OUN	IT NUM	BER	CHECK														1	TODAY'S DATE DAY MONTH YEAR											
С	INDIVIDUAL TAXES ON	US	159.39	COMMISSION ON ADMIN / PENALTY FEE	COLUISSION ON ADJUNI PERALTY FEE O OLD TICKET NUMBER(S) NEW TIC														ᆜ [2 5 A U G X X																				
D	OLD / REFUNDED TICKETS	ZP	6.80	+ O															TICKET NUMBER(S)																				
E	INCLUDING PFC'S	XT	13.50	ON OLD TICKET(S)		ŀ	ŀ	ŀ		T. CPNS	28	$\overline{}$	ARR	1	1.	.1.	т	Т	RM/SE		П	. 1		7	H	ARRE	T	_	T		Ι,	-	1	RIALN	io.		т.		CK
F	TOTAL COST OLD TICKET((B+C+D+E)	S)	2304.80	COMMISSION DUE To / From you	$\ \cdot\ $	1 2	\mathbb{H}	+	- 0 -	10	0 6	<u>- </u> {	8 7	13	4	16	1	2	1	9	1	0	0	6	-	١	1	3	4	6	1	4	1	<u> 7</u>	- -	2			
G	TOTAL COST OF NB. MINUS TOTAL COST OF OU (A - F)	V TKT(S) D TKT(S)	+ 67.60	<u>:</u> 0	ŀ	\dagger	\parallel		+	t	\prod	_	\dagger	\mid	t			Н	1		1				-				t	İ	Н			\pm	-				
н	ADMINISTRATI OR PENALTY FE	E	+ 0	TRANSACTION TYPE STRAIGHT REFUND										USE	_	FCS			OLI	D RE		NDE		_	ŒT	(S)	AIRE	ORT	CODE	AI	π	1							
L	A IIIO UNT COLLECTE OR REFUNDED TO (G+H) SUBJECT TO CARRI	CLIENT	+ ⊙ 67.60	ADD COLLECT EVEN EXCHANGE REFUND WITH EXCHAN	IGE		X)				SLC		4.5	5		ВО	5	4	.5							L				<u> </u>	_								

- a. Is this a straight refund, add collect, even exchange or refund with exchange?
- b. What is the new ticket number?_____
- c. What date was this REN issued?_____
- d. What is the base fare of the old ticket?_____
- e. What is the amount of U.S. tax?
- f. What is the amount of the segment tax (ZP)?_____