

## 205 Organise business travel and accommodation

### Summary

Make travel and accommodation arrangements for colleagues planning business trips

You will apply the following skills:

- Negotiating
- Planning
- Researching
- Organising
- Communicating
- Checking
- Recording
- Problem solving
- Managing time
- Managing resources
- Evaluating

### Performance Indicators

You will:

1. Confirm travel, accommodation and budget requirements
2. Check the draft itinerary and schedule with the traveller
3. Arrange any meetings necessary during the trip
4. Book travel arrangements and accommodation as agreed
5. Obtain and collate documents for travel, accommodation and meetings
6. Maintain records of travel, accommodation and meetings
7. Arrange credit and payment facilities
8. Deal with problems that may arise
9. Provide the traveller with an itinerary and required documents in good time
10. Confirm with the traveller that itinerary and documents meet requirements
11. Evaluate and maintain a record of external services used

### Knowledge

You will know:

1. How to organise business travel and accommodation effectively and efficiently
2. The main types of travel and accommodation arrangements you may need to make and the procedures you should follow
3. Why it is important to confirm a brief and budget for travel and accommodation
4. The sources of information and facilities you can use to make travel and accommodation arrangements
5. How to keep records of travel and accommodation arrangements
6. The information you should provide to the person who is travelling
7. The procedures you should follow to make credit and payment arrangements
8. The types of problems that may occur with travel and accommodation arrangements and how to deal with them
9. Why it is important to evaluate the travel and accommodation used and record the evaluation