



TravCom CS

Generic Commission Reconciliation Specifications

Version 1.3
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File Structure: Tab-delimited or XLS

Record Types: Car Rental, Hotel

Column	Field Name	Comments
1	Record type	H = hotel, C=car
2	Check number	
3	Check amount	
4	Check currency	
5	Agency IATA number	
6	Client last name	Can be last name / first name
7	Client first name	
8	Confirmation number	
9	Vendor name	
10	Chain code	
11	Vendor address line 1	
12	Vendor address line 2	
13	Vendor city	
14	Vendor state/province	
15	Vendor country	
16	Vendor postal code	
17	Invoice Date	Format: mm/dd/yyyy
18	Arrival/Pick up date	Format: mm/dd/yyyy
19	Departure/Return date	Format: mm/dd/yyyy
20	Number of nights/days	
21	Nightly/daily rate	
22	Total amount of stay/rental	Gross amount, including taxes
23	Total commission	
24	Booked currency	
25	Commission paid	
26	Payment currency	
27	Status	0=paid, 1=canceled, 2=no show, 3=non-commissionable

Record Types: Air, Tour, Cruise, Rail, Insurance, Service Fee, Miscellaneous

1	Record type	A=air, T=tour, S=cruise, R=rail, I=insurance, F=service fee, M=miscellaneous
2	Check number	
3	Check amount	
4	Check currency	
5	Agency IATA number	
6	Client last name	Can be last name / first name
7	Client first name	
8	Ticket/Confirmation number	
9	Vendor number or code/Airline code	
10	Invoice Date	Format: mm/dd/yyyy
11	Travel date	Format: mm/dd/yyyy
12	Total amount transaction	Gross amount, including taxes
13	Total commission	