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This version first released with BSB Business Services Training Package Version 1.0. Application This unit describes the skills and knowledge required to organise domestic and overseas business travel, including developing associated itineraries, booking travel and accommodation, preparing travel related documentation and making travel arrangements.

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Organise business itinerary for domestic and overseas travel 1.1 Purpose of domestic and overseas travel, budgets, meeting requirements and traveller preferences are confirmed 1.2 Points of contact and names of contact persons are identified and arrangements for meetings are made and confirmed in accordance with planned itinerary

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Organise meetings. BSBADM406A. Organise business travel Task 4. This task requires you to organise a meeting and arrange travel for those attending the meeting. Below are some scenario details to follow for this task or you can use information based on the company you work for. SCENARIO

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