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# Example of Travel Job Description

Our company is growing rapidly and is looking for a travel. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for travel

* Use combination of online booking tools, email requests, and phone communications to initiate and resolve travel requests, exceptions, and issues
* Assist reconciliation teams in obtaining and organizing all backup documentation and approvals
* Assists in coordination and travel planning for personnel
* Processes Travel Leave Requests through approval processes
* Books international flights from Afghanistan to international gateway cities
* Procure necessary documentation such as passports, visas, or other clearances
* Ensures necessary employee/travel data is captured to facilitate dissemination to user organizations
* Source hotel room blocks for all related events (junkets, premieres)
* Understand individual redemption travel loyalty program requirements
* Resolve product or service issues by clarifying the customer's complaint

## Qualifications for travel

* Strong SABRE GDS skills, working knowledge of WORD, EXCEL and OUTLOOK
* Strong interpersonal ability to interface with employees at all levels and travel vendors
* Must have a minimum of 2 years experience working in government personnel or travel office processing travel
* Must have DTS experience
* Must have knowledge of the official government travel system
* Able to obtain a Common Access Card