

Tour File & Voucher Management System

Travel & Tourism

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This guide explains what the tool produces, how to use the output, and what to watch for. The actual output (draft/report) is generated on the tool page.

Background

Designs a tour-file and voucher management system — a checklist of what each tour file must contain (confirmations, vouchers, payments, documents), status tracking and handover to operations — so no booking element is missed and files are audit-ready. Use it to organise operations. For the booking flow use the Booking & Payment Collection SOP.

Purpose of this tool & output

Organise every booking so nothing is missed

How the output is used

Use it to organise every booking so nothing is missed — a tour file and voucher management system across bookings, vouchers and documents.

Important cautions

A pre-departure completeness sign-off catches missing vouchers and payments before the traveller does.

Companion documents

- Supplier / Vendor Management SOP
- Hotel Rate Contracting & Allotment
- Transport & Coach Vendor Management
- Tour Quality Control & Audit
- Supplier Payment & Reconciliation SOP
- Peak-Season Operations Plan

This is AI-assisted guidance. Verify with a qualified professional before any binding decision. Fees, authorities and processes vary by state and change over time — confirm with your state authority.