



**DELTA AIR LINES, INC.
1030 DELTA BOULEVARD - DEPT. 779
ATLANTA, GA. 30320**

Ad-Hoc and Contract Group Tour Conductors

Ticketing procedure for agency issued Tour Conductor tickets.

Changes have been made to the ticketing procedure for Tour Conductors. For applicable negotiated ad-hoc **international group bookings or contract approved group bookings**, please follow the instructions below. These changes apply to international group negotiated travel where a tour conductor has been offered and accepted, under the terms and conditions rendered from Delta's group booking tool or approved per terms and conditions of agency contract. Please remember that the Tour Conductor must be booked by Delta at the time of the group booking.

The below guidelines apply:

- Travel agents must issue Tour Conductor tickets once approved by Delta as a bulk ticket by the Ticketing Deadline
- The Tour Conductor is required to pay applicable taxes
- The Tour Conductor may deviate from the group based on the [deviation policy](#)
- The Tour Conductor will be split from the record with the lowest fare
- Tour Conductors must travel in coach

All tour conductor tickets to utilize standardized fare basis/ticket designator entries: "_TG00/12345. When ticketing a tour conductor, please follow the examples below with regards to the fare basis code or ticket designator.

• **The first digit:** **Example**
Represents the **class of service** (F/A/I/Y/B/M/H/Q/K/L/U/T)- "_TG00/12345

• **The second and third digits:**
Represent **IATA two-digit code** for tour conductors (TG)- "_TG00/12345

• **The fourth and fifth digits:**
Represent the **"free" ticket**..."00" - "_TG00/12345

• **Ticket Designator:** Utilize the same **ticket designator** assigned to the group

For instance, if the group is booked in **"Q"** and the ticket designator for the group is 12345, then the fare basis/ticket designator for the ticket would be: **QTG00/12345**

Travel agents are instructed to manually construct their fare calculation, International TC's pay applicable taxes except for: **Q Tax, US Tax, XF Tax (PFC'S), and YR/YQ Tax**, and will issue the tour conductor ticket within their individual GDS. Failure to issue the tour conductor tickets appropriately will result in a debit memo.