

CORRECTING AN ERROR

ALL PAYMENTS FROM YOUR BUSINESS TO FIX MISTAKES ARE AN AUTOMATIC TAX DEDUCTION AS A BUSINESS EXPENSE



PAY THE FARE/PRICE DIFFERENCE TO THE SUPPLIER DIRECTLY USING YOUR BUSINESS CREDIT / DEBIT CARD

Wherever possible, the easiest option is to simply pay the fare/price difference on your business debit/credit card (reimburse this from your business bank account)

Nothing needs to be processed in VTO



PAY THE TOTAL COST TO THE SUPPLIER INCLUDING THE FARE/PRICE DIFFERENCE USING YOUR BUSINESS CREDIT OR DEBIT CARD

Nothing needs to be amended in VTO - Leave all as is with the original supplier nett and amount charged to the client.

Send through a booking form for the original nett to be reimbursed (not the gross the client paid)

Reimburse the fare/price difference from your business bank account to your credit card.



PAY THE FARE/PRICE DIFFERENCE INTO THE GTN BANK ACCOUNT / TRAVELPAY AND FILL OUT A BOOKING FORM FOR SUPPLIER PAYMENT

If the supplier can't be paid using your credit / debit card, you just need to transfer the nett fare/price difference into the GTN Client Account from your Business Account or with you Credit Card via TravelPay.

Use the 'Error Correction' sector template to create a line in VTO with the fare/price difference and then send through a booking form with the supplier payment details.

COST

HOW MUCH HAS IT GONE UP BY?
WHAT IS THE NETT COST TO FIX IT?
WHAT IS THE FARE DIFFERENCE?
WHAT IS THE PRICE DIFFERENCE?

\$ _____

NEW NETT \$ _____

ORIGINAL NETT \$ _____

DIFFERENCE \$ _____