

Lunch & Learn – Travel Edition

Earning Your IATAN Card

I. IATAN Requirements & Benefits

- a. At least \$5,000 in paid out commission within 12 months (verified by Archer Travel)
- b. Active EVO Agent
- c. Pay fee to acquire your card
- d. IATAN Card - <http://www.iatan.org/accreditation/idcard/pages/benefits.aspx>

II. Understanding Commissions

- a. 80%/10% Commission Calculation
 - i. PTA: Total Trip Commission x 0.80
 - ii. Sponsor: Total Trip Commission x 0.10
- b. Commission is usually received by Archer Travel 4-6 weeks after travel occurs (except independent Travel Insurance which is processed after policy purchased)
- c. Once received by Archer Travel it must be processed prior to disbursement
- d. Commission is paid twice a month 15th /last day of month
- e. Only commission processed by Archer Travel counts toward total

III. Keeping Good Records

- a. Keep chronological records (calculate earnings in a 12-month period)
 - i. Create a spreadsheet with formulas to calculate a running total
 - ii. Estimate the 80% amount in your planning
 - iii. Note travel date so you can estimate payment window
- b. Commission Tracking Forms should be submitted timely – don't miss commissions due to paperwork not submitted
- c. Use Submitted/Paid Commission sections of your website to reconcile
- d. If expected commission is not received within 90 days – inquire with Archer Travel

IV. Strategic Travel Booking

- a. When choosing a vendor consider their respective commission structure – when possible choose the vendor that you can earn the most from
- b. Do you have the Posture to Upsell to your clients? BE HONEST WITH YOURSELF
- c. Independent Travel Insurance is a \$\$ Money Maker (AIG 21%-37%)
- d. Market for the type of trips that produce the type of commission you want to earn
 - i. 6 months < Travel Bookings vs Last Minute Bookings
 - ii. Group Trips vs Individual Bookings
- e. EVERY PENNY COUNTS