Hospitality and Tourism

Channels of Distribution

Mr. Orr

Channel Surfing role play

You are to assume the role of an office manager for the Sleep Easy Hotel located in Coon Rapids, MN. Your boss has been invited to a conference in San Diego, California. The conference will be held from May 10th – 14that the San Diego Convention Center. The conference will start at 1:00 on the 10th and will end at noon on the 14th. In order to enhance the conference attendees’ experience, the conference is offering Friday as an explore San Diego Day. This day is intended to enhance the San Diego experience and allow the attendees to go do some exploring of things that San Diego and the surrounding areas have to offer. Your boss wants to be at the conference every day it is being held and has asked that you take care of booking all travel arrangements for the entire trip as well as giving some options and expenses for the explore San Diego Day. Your boss has also asked that you keep expenses as low as possible while still ensuring a pleasant and fun trip.

Using the information provided, research options on the internet and book your boss’s entire trip. Using the form below, create an expense report for all costs associated with the trip.

**Expense Report**

Destination of Trip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date(s) of trip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Airfare Itinerary and Cost (direct flights only)

 Airline: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Cost:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Departure flight:

 Flight number: \_\_\_\_\_\_\_\_\_\_\_\_ Departure time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Returning flight:

 Flight number: \_\_\_\_\_\_\_\_\_\_\_\_ Departure time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hotel

 Hotel name and address:

 Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Hotel Cost:** \_\_\_\_\_\_\_\_\_\_\_\_

Transportation

 To and from the airport(both Minneapolis and San Diego airports)

 Details: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Cost:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rental car (optional)

 Details: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Cost:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Food

List a minimum of five food options near the hotel and convention center including type of food and price range of menu

1)

2)

3)

4)

5)

Explore San Diego activity options and costs

List a minimum of 4 options with as much information as possible (length of activity, cost, physical exertion, transportation, etc.)

Option 1:

 Option 2:

 Option 3:

 Option 4:

Notes about the trip that will help your boss have a great trip:

**Total estimate of expenses:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**