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| **Chief Purser’s Report** | | | | |
| Date |  | Voyage # |  |  |

a. General comments

* Embarkation
* Disembarkation
* Clearance
* Incidents
* Personnel issues covering reception, concessionaire departments, Crew Purser, etc.

b. Attached Financial Reports

* Charge Total by Location
* Credit limit report or Staff Allowance report(crew charges)
* Revenue Control report
* Concessionaire reconciliation reports
* Complementary Account statements
* Unpaid account report
* Cashbooks (cover pages)

c. Attached Administrative Reports

* AVO Logbook
* Purser’s Desk Diary
* Lost & Found Logbook
* Sailing Report

d. Equipment status report, copy / printing machines, computers, POS system, etc.