Unit 7 — Business Travel



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Check in

to register at a hotel, airport, etc.

"James had to show his passport to the receptionist when he checked in."

Claim

a sum of money which should be repaid

"The company accountant checked the claim and then processed payment."

ETA (Estimated time of arrival)

the time at which you think you will be somewhere

"I am not exactly sure when I will arrive but my ETA is 16:00."

Thank you for your interest!

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