

## Unit 7 — Business Travel



### 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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