

**Key Travel**  
 2nd Floor  
 17 Marble Street  
 M2 3AW Manchester  
 PH:0207 843 9644 /FAX0207 843 9691  
<http://www.keytravel.com>



**KEY TRAVEL**

**CONFIRMATION**

Your itinerary is now confirmed.

**Reference:** JJD66M

**Agent:** Dipika Chowdhury

Wednesday, 27/09/2017

Organisation: NATURAL RESOURCE CHARTER LTD - FINANCE AND ADMINISTRATION TEAM

**Price Summary:**  
 Flight Costs: £664.67

Confirmation Codes:

**Total cost:** £664.67  
 Prices are inclusive of all passengers.

Passenger Name(s):

| Nr | Surname | Name(s)             | Title |
|----|---------|---------------------|-------|
| 1  | Mcgrath | Elizabeth Julie Ann | Ms    |

**Agent message:**

MANY THANKS FOR GETTING IN TOUCH. FLIGHTS HAVE NOW BEEN CONFIRMED AND ELECTRONIC TICKETS WILL FOLLOW SHORTLY IN A SEPARATE EMAIL. THIS WILL BE LABELLED E TICKET RECEIPT AND IS REQUIRED FOR CHECK IN. THEY HAVE BEEN EMAILED TO LMCGRATH@RESOURCEGOVERNANCE.ORG

YOUR CHECKED IN LUGGAGE ALLOWANCE IS 2 PIECES

I HAVE BEEN UNABLE TO ALLOCATE A SEAT ON THIS OCCASION AS THIS NEEDS TO BE DONE DIRECTLY WITH THE AIRLINE ONCE YOU HAVE RECEIVED YOUR ETICKETS. THIS MAY INCUR A CHARGE AND YOU WILL NEED TO USE THE AIRLINE REFERENCE TO ACCESS YOUR BOOKING. THE AIRLINE REFERENCE IS JJD66M

IF THERE IS ANYTHING FURTHER I CAN HELP YOU WITH, PLEASE LET ME KNOW  
 KIND REGARDS  
 DIPIKA

| Flight : London - Washington                   |                                      | 08/10/2017        |  |
|--|--------------------------------------|-------------------|--|
| <b>From:</b>                                   | HEATHROW, United Kingdom, Terminal 5 | <b>To:</b>        | WASHINGTON DULLES INTERNATIONAL, DC, United States |
| <b>Depart:</b>                                 | Sunday, 08/10/2017 09:40             | <b>Arrive:</b>    | Sunday, 08/10/2017 12:45                           |
| <b>Airline:</b>                                | British Airways                      | <b>Status:</b>    | Confirmed  |
| <b>Flight:</b>                                 | BA217                                | <b>Equipment:</b> | Boeing 747-400                                     |
| <b>Class:</b>                                  | Q-Economy                            | <b>Duration:</b>  | 8:05   |
|  |                                      | <b>Distance:</b>  | 5902 km / 3668 miles                               |
| <b>Special Service Request:</b>                |                                      |                   |  |
| <b>Seat Nr</b>                                 |                                      |                   |  |
| 41C Confirmed - MCGRATH/ELIZABETH JULIE ANN MS |                                      |                   |  |

| Flight : New York - London |   | 21/10/2017          |                                      |
|----------------------------|---|---------------------|--------------------------------------|
| <b>From:</b>               | JOHN F KENNEDY INTERNATIONAL, NY, United States, Terminal 8 | <b>To:</b>          | HEATHROW, United Kingdom, Terminal 3 |
| <b>Depart:</b>             | Saturday, 21/10/2017 10:15                                  | <b>Arrive:</b>      | Saturday, 21/10/2017 22:10           |
| <b>Airline:</b>            | British Airways   | <b>Status:</b>      | Confirmed                            |
| <b>Flight:</b>             | BA 1594   | <b>Operated by:</b> | American Airlines (AA0142)           |
| <b>Class:</b>              | Q-Economy   | <b>Equipment:</b>   | Boeing 777-200                       |
|                            |   | <b>Duration:</b>    | 6:55                                 |
|                            |   | <b>Distance:</b>    | 5520 km / 3442 miles                 |

**Special Service Request:****Seat Nr**

37A Confirmed - MCGRATH/ELIZABETH JULIE ANN MS

**Ticket Rules:**

Flights: BA 1594

**Cancellation fees per person**

**Before travel:** GBP25.00  
**After travel:** Not permitted  
**Maximum stay permitted:** 12 MONTHS

**Change fees per person**

**Outbound before travel:** GBP25.00  
**Inbound flight before travel:** GBP25.00  
**Inbound flight after travel:** GBP25.00

The ticket rule fees are per passenger, per ticket and are subject to availability and any seasonal fare change. Amendments and cancellations must be made at least 24 hours in advance of travel. All booking/admin fees are non refundable, Not all taxes are refundable and are on application only

**Visa information:**

National of TO BE ADMSED / ALL PASSENGERS

Responsibility rests with the traveller to check they have all necessary visas, documents and sufficient passport validity and blank pages for the countries they are visiting. Most countries require that a passport be valid for at least six months beyond the completion of a trip. If your passport expires sooner than that, you must apply to renew your passport.

Entry and visa requirements can be found on our website [www.keytravel.com/visaadatabase](http://www.keytravel.com/visaadatabase)

Please note that although we do our best to keep this information up-to-date, passport and visa regulations are subject to constant change; Key Travel cannot be held liable for any costs incurred as a result of a traveller being refused boarding or entry. Please ensure that you check passport and visa requirements directly with the foreign office or the relevant embassy before travel. Up-to-date travel information and travel safety advice can be viewed at [www.fco.gov.uk](http://www.fco.gov.uk) and we recommend all travellers check this site before travel.

**TSA Information:**

**USA Airspace**– The TSA (US Transportation Security Administration) have the requirement for carriers to collect and submit Secure Flight Passenger Data (SFPD) information from customers flying over U.S. airspace, including flights which originate or terminate in the USA, at least 72 hours before departure. Without this information airlines inhibit Key Travel's ability to issue tickets which may result in your reservation increasing in price or being cancelled.

**Please provide full passport names including middle names, date of birth and gender information per passenger before instruction to issue in order to meet this requirement.**

**Key Travel Emergency Contact:**

Contact your reservation team for any travel enquires during Key Travel office hours (UK time: 08.45-17.30 Mon-Fri, 0900-1300 Saturdays). In the event of an emergency outside office hours contact +44 (0)20 7843 9602 where you will be put in touch with a Key Travel consultant.

**Important Information:**

- To avoid delays at check-in: Please supply us with the passengers:  
Passport no./ expiry date / country of issue / place & date of birth, so we can inform the airline or you can add it to the Airlines website prior to departure.
- British Airways requires all bookings to include a passenger's email and mobile number. If you have not already provided this, please advise your dedicated reservations team at your earliest convenience. This is a mandatory requirement by BA
- BA online check-in: This service is only available on BA operated flights and when BA is the sole airline in the itinerary.
- Baggage Allowances: Please note that the baggage allowance to the Americas and within the Americas has changed. For further information on baggage allowance please visit the Airlines website before travel.
- **MOBILE PHONE ALERT - Samsung Galaxy Note 7**  
The carriage of Samsung Galaxy Note 7 devices has been banned by the majority of airlines on their flights. The ban has been initiated due to reports of some devices having faulty lithium batteries, presenting a risk of combustion and fire.  
Airlines are advising passengers not carry these devices on board as checked in baggage, cabin baggage or on their own person.
- If your booking includes flights or other scheduled transport, each section must be used in the order booked. Failure to complete the journey in the booked order on the scheduled time and date (including no shows) without prior arrangement with Key Travel or the travel provider will result in the remaining itinerary becoming invalid and the entire booking holding no refund value.
- **Please ensure your name appears as per your passport, failure to do so may result in denied boarding.** Should your name not be identical to your passport, please advise Key Travel immediately. Name update policies vary between airlines and, if permitted, all charges incurred will be the responsibility of the customer.
- Pre-allocation of seats and meals cannot be guaranteed, the airline reserves the right to change at any time.
- **Travel to United States of America**



### Visa entry requirements into the U.S:

You may be eligible to enter the U.S under the Visa Waiver Scheme. If applicable you must hold a machine readable passport and MUST REGISTER on [esta.cbp.dhs.gov](http://esta.cbp.dhs.gov) at least 72 hours before departure. You can Travel to the US for 90 days max under the visa waiver scheme, except if you've ever been arrested or had a problem with US immigration. If you are unable to travel under the Visa Waiver Scheme you MUST obtain a Visa prior to departure by applying in person to the U.S Embassy. From 21 January 2016 most people who have travelled to Iran, Iraq, Sudan, Syria, Libya, Somalia or Yemen since March 2011, or are dual nationals of these countries, will no longer qualify for entry under the VWP and existing ESTAs could be revoked. You will instead need to apply for a visa from the nearest US Embassy or Consulate. Additionally, from 1 April 2016, all travellers wishing to enter the US under the VWP will need to hold a passport with an integrated chip (an ePassport). British passports issued since October 2006 are ePassports and carry this internationally recognised symbol on the front cover. Full details of the recently updated advice can be found here : [travel.state.gov/content/travel/en.html](http://travel.state.gov/content/travel/en.html)

### Enhanced Security screening:

US Department of Homeland Security announced that it would begin implementing separate enhanced security screening procedures for all commercial flights to the US. Customers who are boarding flights to the US may be requested to have additional checks on their electronic devices by airport security personnel. The electronic devices which may be subject to these additional checks include any phones larger than 16cm in length, 9.3cm in width and 1.5cm in depth), laptops, tablets, e-readers, power cables and their transformers. If you have any concerns with any of your devices we would advise that you either leave these items at home or place these items into your hold luggage. Please be aware that batteries and power banks cannot be carried in your hold luggage, and will have to be carried in your hand luggage. Please also note that when airport security personnel check your devices they may be confiscated or destroyed if they show any signs of the below:

- Internal or external damage to the device
- Device having been tampered with
- If the device cannot be removed from a protective case
- If the device triggers the explosives trace detection alarm

- **Travel to the United Kingdom – Electronic devices restriction**

The British Government advises a ban on electronic devices (larger than 16cm long, 9.3cm wide or 1.5cm deep) from cabin baggage for any travel to the UK from the following countries:

**Turkey, Lebanon, Jordan, Egypt, Tunisia, Saudi Arabia**

We advise passengers to check with your airline directly for the most up to date information regarding these restrictions.

- Please note your British Airways fares are based on a fixed US dollar price and are therefore subject to fluctuation with the exchange rate. The UK sterling price will be fixed on the day we receive your confirmation to issue the tickets.
- Please check [www.ba.com](http://www.ba.com) and manage your booking to view your luggage allowance applicable to each sector on your itinerary.
- The BA charity fare allows 2 pieces of extra luggage to be checked in free of charge. The extra luggage is only granted if used for charitable purposes. Please note this is applicable for BA operated flights only and does not extend to any codeshare flights.

If you do require the additional luggage you will need to disclose this to our agent before confirming your booking. Otherwise, the standard allowance will be reflected.

You can view which allowance has been applied by accessing "Manage My Booking" on [www.ba.com](http://www.ba.com) .

Thank you for booking with Key Travel.

### Upon receipt of your travel documents, please check all information for accuracy immediately.

All bookings are subject to Key Travel's standard terms and conditions of business, for a copy of Key Travel's standard terms and conditions of business please refer to: [www.keytravel.com/terms\\_conditions](http://www.keytravel.com/terms_conditions).

Key Travel is a full service travel management company. So the next time you call with an enquiry, remember that you can book your complete travel itinerary in one go, from flight, rail and hotel bookings to visa lodging, car hire and airport parking.

All costs are not guaranteed until time of confirmation where the fare will be re-confirmed. Taxes may be charged locally. All details submitted must match the traveller's passport. Any discrepancies may result in the passenger being refused travel by the airlines or charges incurred for name changes or new ticket issuance. Key Travel cannot be held responsible for any charges resulting from incorrectly advised details. Any costs incurred from incorrect information will be the responsibility of the customer. Pre-allocation of seating cannot be guaranteed. For group bookings, once a deposit has been paid, air fares are guaranteed, however, taxes are subject to change and the final amount payable is as per the final invoice. Please note that some destinations impose additional local government/tourism taxes on hotel bookings. These are payable locally on arrival by the guest; Key Travel cannot accept or make payment in advance for these taxes.



28-32 Britannia Street, London, WC1X 9JF, United Kingdom Telephone: +44 (0)20 7843 9600  
2nd Floor, Lowry House, 17 Marble Street, Manchester, M2 3AW, United Kingdom Telephone: +44 (0)161 819 8900  
3rd Floor, 27 George Street, Edinburgh, EH2 2PA, United Kingdom Telephone: +44 (0)845 122 0117

[www.keytravel.com](http://www.keytravel.com)