

Key Travel
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<http://www.keytravel.com>



KEY TRAVEL

CONFIRMATION

Your itinerary is now confirmed.

Reference: 3K6GK4

Agent: Karen Phan

Friday, 02/09/2016

Organisation: NATURAL RESOURCE GOVERNANCE INSTITUTE - FINANCE AND ADMINISTRATION TEAM

Price Summary:
 Flight Costs: £1393.25

Passenger Name(s):

Total cost: £1393.25
 Prices are inclusive of all passengers.

Nr	Surname	Name(s)	Title
1	Woodroffe	Nicola	Ms

Agent message:

HI MUNYA AND NICOLA
 MANY THANKS FOR YOUR EMAIL. FLIGHTS HAVE NOW BEEN CONFIRMED. ELECTRONIC TICKETS WILL FOLLOW SHORTLY. PLEASE LET ME KNOW IF YOU HAVE ANY QUESTIONS IN THE MEANTIME.
 THANKS,
 KAREN

Flight : London - Accra				12/09/2016	
From:	HEATHROW, United Kingdom, Terminal 3		To:	KOTOKA INTERNATIONAL, Ghana	
Depart:	Monday, 12/09/2016	13:20	Arrive:	Monday, 12/09/2016	18:50
Airline:	British Airways		Status:	Confirmed	
Flight:	BA 081		Equipment:	Boeing 747-400	
Class:	Q-Economy		Duration:	6:30	
			Distance:	5101 km / 3170 miles	

Flight : Accra - London				17/09/2016	
From:	KOTOKA INTERNATIONAL, Ghana		To:	HEATHROW, United Kingdom, Terminal 3	
Depart:	Saturday, 17/09/2016	22:40	Arrive:	Sunday, 18/09/2016	06:15
Airline:	British Airways		Status:	Confirmed	
Flight:	BA 078		Equipment:	Boeing 747-400	
Class:	E-Premium Economy		Duration:	6:35	
			Distance:	5101 km / 3170 miles	

Ticket Rules:

Flights: BA 081, BA 078

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 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 PLEASE ADVISE / ALL PASSENGERS

Responsibility rests with the traveller to check they have all necessary visas, documents and sufficient passport validity 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.fco.gov.uk and we recommend all travellers check this site before travel.

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.
- **EBOLA CRISIS IN WEST AFRICA**
If you are travelling to West Africa, or have travelled there in the last three months, make sure to check the latest travel restrictions and entry regulations for your destination. [Click Here](#) for recommended websites
- 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.
- 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.

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.

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.



Accredited Agent



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