

**Key Travel**  
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**KEY TRAVEL**

**OPTION**

This is a provisional booking. Please contact us before your option expires as specified below.  
 You can now confirm this option online by clicking on the link below.

[Click here to confirm the option.](#)

**Option expiry: Friday 03/06/2016**

**Reference: 65EBBR**

**Agent: Kai Queren**

Friday, 27/05/2016

Organisation: NATURAL RESOURCE GOVERNANCE INSTITUTE - CAPACITY DEVELOPMENT TEAM

**Price Summary:**  
 Flight Costs: £565.25

Passenger Name(s):

Nr	Surname	Name(s)	Title
1	Pellegrini	Matteo	Mr

**Total cost: £565.25**  
 Prices are inclusive of all passengers.

**Agent message:**

DEAR MATTEO,  
 PLEASE HAVE A FINAL LOOK OVER THE ITINERARY TO MAKE SURE THE DATES, FLIGHTS AND NAMES ARE CORRECT.  
 THE BAGGAGE ALLOWANCE FOR THIS FARE PER PERSON IS 3 BAGS, EACH BAG UP TO 23KG, PLUS HAND LUGGAGE.  
 WHEN YOU ARE HAPPY WITH EVERYTHING PLEASE CONFIRM BY 3PM UK LOCAL TIME, 3RD JUNE TO HAVE THE E-TICKETS ISSUED.  
 IF YOU HAVE ANY OTHER QUESTIONS PLEASE FEEL FREE TO ASK.  
 MANY THANKS IN ADVANCE AND KIND REGARDS,  
 KAI

Flight : London - New York		07/06/2016	
<b>From:</b>	HEATHROW, United Kingdom, Terminal 5	<b>To:</b>	JOHN F KENNEDY INTERNATIONAL, NY, United States, Terminal 7
<b>Depart:</b>	Tuesday, 07/06/2016 08:30	<b>Arrive:</b>	Tuesday, 07/06/2016 11:05
<b>Airline:</b>	American Airlines	<b>Status:</b>	Confirmed
<b>Flight:</b>	AA 6138	<b>Operated by:</b>	British Airways (BA 0117)
<b>Class:</b>	Q-Economy	<b>Equipment:</b>	Boeing 747-400
<b>Reference:</b>	LDWUPJ	<b>Duration:</b>	7:35
		<b>Distance:</b>	5539 km / 3443 miles

Flight : New York - London		10/06/2016	
<b>From:</b>	JOHN F KENNEDY INTERNATIONAL, NY, United States, Terminal 7	<b>To:</b>	HEATHROW, United Kingdom, Terminal 5
<b>Depart:</b>	Friday, 10/06/2016 22:55	<b>Arrive:</b>	Saturday, 11/06/2016 11:00
<b>Airline:</b>	American Airlines	<b>Status:</b>	Confirmed
<b>Flight:</b>	AA 6145	<b>Operated by:</b>	British Airways (BA 0182)
<b>Class:</b>	Q-Economy	<b>Equipment:</b>	Boeing 747-400
<b>Reference:</b>	LDWUPJ	<b>Duration:</b>	7:05
		<b>Distance:</b>	5539 km / 3443 miles

**Ticket Rules:**

Flights: AA 6138, AA 6145

**Cancellation fees per person**

**Change fees per person**

<b>Before travel:</b>	GBP25.00	<b>Outbound before travel:</b>	GBP25.00
<b>After travel:</b>	Not permitted	<b>Inbound flight before travel:</b>	GBP25.00
<b>Maximum stay permitted:</b>	12 MONTHS	<b>Inbound flight after travel:</b>	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 ITALY / ALL PASSENGERS

Visa required: USA / ESTA REQUIRED SEE BELOW FOR MORE INFORMATION

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](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.**

**Important Information:**

- 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.
- **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.
- **For entry 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, or Syria 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)

Thank you for choosing 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.



Accredited  
Agent



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