



KEY TRAVEL



As a full service Travel Management Company, Key Travel can also assist you with hotels, rail bookings, visas, car hire, group travel and conferences.

University Flights

In partnership with all of the major airlines, Key Travel can offer you the widest choice of booking fares and conditions, designed to meet the specialist needs of the University sector. So whether your itinerary is determined by cost, flexibility or convenience, we can provide you with the best value fare. In addition to the usual published airfares that are widely available to access, we also offer exclusive Academic and Charity Fares with over 25 carriers.

Our Fares

As pioneers of the Charity fare we have been offering sector specific fares for nearly 30 years. The Academic and Charity Fares are designed to offer you a competitive price combined with increased flexibility that enables you to better manage your travel plans and avoid the indirect costs commonly associated with unplanned travel.

We offer:

- Academic Fares
- Charity Fares
- Consolidated / Negotiated fares
- Published fares / Low Cost airlines

Academic Fares

An Academic fare is not always the cheapest fare on a given route at the time of booking, but it is usually the cheapest flexible fare, which is proven to generate significant savings for the University sector.

These fares are available to all academic staff and enable them to change their plans at short notice, making significant savings in cancellation and amendment charges.

Academic fares provide much more flexibility than the average ticket, without the need to pay the high prices airlines normally demand for such conditions. The main benefits of academic fares are as follows:

Ability to Hold Tickets

Seats can be held provisionally until close to the departure date. This means you can book early and take advantage of increased availability and lower fares without obligation to buy. Whilst tickets are on hold you can make changes as often as required, or cancel, completely free of charge up until the ticket has been issued.

Flexible tickets

Academic fares normally provide the traveller flexibility, even after ticket issue. They are partially refundable if cancelled and date changes can be made for a nominal fee, even if the ticket is part used.

Excess baggage

We are often able to negotiate free excess baggage, allowing heavy equipment or conference materials to be taken at no extra cost. Amounts vary with each airline.

Global Fares

Fares are available on a global network. Unlike most airline contracts which can only be sold from the point of origin, we have the flexibility to be able to use our academic and charity fares anywhere on an airlines network. Therefore even if a traveller is flying inbound to the UK from another country, or point to point on an itinerary that doesn't include the UK, we can still offer fully flexible, holdable, discounted tickets.

Key Travel Limited,
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For more information on flights or any other Key Travel service, please contact us on +44 (0) 20 7843 9660 (UK), +32 (0)2 627 5300 (Brussels) or tellmemore@keytravel.com www.keytravel.com



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No Minimum Stay Criteria

Academic fares typically have no minimum stay and a maximum stay of one year, unlike most normal tickets which are restricted and often have penalties for short or long stays. This is particularly useful for travellers who are attending meetings during the week but don't want to stay over a weekend (many airlines have a minimum Saturday night stay on their discounted fares), or for those employees based on projects who are staying for a longer duration.

Charity Fares

Available exclusively through Key Travel, Charity fares are offered to departments that are engaged in medical or environmental research, aid relief and missionary work/studies.

Key Travel will automatically apply these fares to those departments that qualify.

Other departments working on specific research/study projects may qualify for these fares too, so it is recommended that you contact your dedicated University team for more information.

Negotiated Fares

Key Travel has negotiated preferential rates with over 90 airlines so that we can offer you great rates and terms on routes all over the world.

These fares offer some of the flexibility of our charity fares, for example they can usually be held for a certain length of time without payment, and changes are possible subject to a fee from the airline.

Fare conditions will vary on each contract.

Published Fares

Published fares are typically available through all agencies and directly through the airlines themselves, with no associated preferential terms.

Many of the lower cost fares cannot be held, meaning the fare is only guaranteed at time of enquiry/reservation, and are generally very restrictive, e.g. they cannot be changed and are non-refundable.

Higher class ('Y' class) published fares can be held and typically offer the same conditions as our academic and charity fares, but often at a considerably higher price.

Low Cost Carrier Fares

Key Travel can also book low cost airlines, allowing you to choose the fare that best suits your requirements. It is not possible to hold fares/seats on low cost airlines and tickets cannot usually be changed.

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