

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



CONFIRMATION
Your itinerary is now confirmed.

Reference: 4FRYGX

Agent: Liz McAuley

Tuesday, 20/09/2016

Organisation: UNIVERSITY OF BIRMINGHAM - SCHOOL OF ELECTRONIC & ELECTRICAL ENGINEERING

Price Summary:
Flight Costs: £103.33

Confirmation Codes:

Total cost: £103.33
Prices are inclusive of all passengers.

Project Code:OCS1291
Department Code:FDFD

Passenger Name(s):

Nr	Surname	Name(s)	Title
1	Perez Xochicale	Miguel Angel	Mr

Agent message:

DEAR CHRIS AND MIGUEL
THANKS FOR THE CONFIRMATION. RYANAIR ARE A TICKETLESS AIRLINE.
RYANAIR ADVISES TO AVOID FURTHER CHARGES TRAVELLERS MUST CHECK IN AND PRINT BOARDING CARDS BEFORE ARRIVING AT THE AIRPORT.
PLEASE GO TO WWW.RYANAIR.COM
1.SELECT MANAGE MY BOOKING
2.CLICK ONLINE CHECK IN
3.GO TO RETRIEVE MY BOOKING AND SELECT OPTION 2
4.ADD AIRLINE REFERENCE YZB7KH AND LAST 4 DIGITS OF CARD 8559.
PLEASE CHECK THE WEBSITE FOR CABIN BAGGAGE DIMENSIONS. PLEASE NOTE THAT IF YOU DO NOT CHECK-IN ONLINE RYANAIR CHARGE A HIGH FEE EACH WAY TO PRINT THE BOOKING PASSES AT THE AIRPORT.
THIS FARE INCLUDES 1 CHECKED BAG X 15KG
MANY THANKS
LIZ

Flight : Birmingham - Madrid		17/10/2016	
From:	BIRMINGHAM, United Kingdom	To:	BARAJAS, Spain
Depart:	Monday, 17/10/2016 14:05	Arrive:	Monday, 17/10/2016 17:25
Airline:	Ryanair	Status:	Confirmed
Flight:	FR 2083	Equipment:	Boeing 737-800
Class:	R-Economy	Duration:	2:20
Reference:	YZB7KH	Distance:	1337 km / 831 miles

Flight : Madrid - Birmingham		23/10/2016	
From:	BARAJAS, Spain	To:	BIRMINGHAM, United Kingdom
Depart:	Sunday, 23/10/2016 12:35	Arrive:	Sunday, 23/10/2016 13:55
Airline:	Ryanair	Status:	Confirmed
Flight:	FR 2082	Equipment:	Boeing 737-800
Class:	R-Economy	Duration:	2:20
Reference:	YZB7KH	Distance:	1337 km / 831 miles

Ticket Rules:

Cancellation fees per person

Before travel:	Not permitted
After travel:	Not permitted

Change fees per person

Outbound before travel:	FOR A FEE
Inbound flight before travel:	FOR A FEE
Inbound flight after travel:	FOR A FEE

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 MEXICO / ALL PASSENGERS

Visa required: UK AND SPAIN / BUSINESS OR TOURIST VISA

Visa available on arrival: NO

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.keytravel.com/visadatabase

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 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:

- University of Birmingham - Traveller Insurance information**
 Travellers going abroad on business should register their details on the travel insurance website at www.travel.bham.ac.uk and take a copy of the Travel Cover Summary with them.
- 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
- RYANAIR:** Passengers are required to check in online for each flight between 30 days and 2 hours prior to travel via the Manage my Booking section on ryanair.com and print out their boarding passes on an individual A4 page. You will be required to add passport information in order to check in online. Once you have checked in online you can reprint the boarding pass up to 2 hours before each scheduled flight departure time. Charges will be applied by Ryanair at the airport for boarding passes to be printed, or airport check in. Domestic flights - Please check with Ryanair as their policy on Travel Documents differs per country.
- 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.

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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