

NAIROBI JET HOUSE

Corporate Travel Services

Company Overview

Nairobi Jet House is Kenya's premier corporate travel management company, specializing in comprehensive business travel solutions for organizations across East Africa.

Contact Information:

- Address: Westlands, Nairobi, Kenya
 - Phone: +254 20 123 4567
 - Email: corporate@nairobijethouse.com
 - Website: www.nairobijethouse.com
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Corporate Travel Services

Flight Booking & Management

- Domestic and international flight reservations
- Group booking discounts for corporate teams
- 24/7 flight change and cancellation support
- Real-time flight status updates
- Preferred airline partnerships (Kenya Airways, Ethiopian Airlines, Emirates)

Accommodation Services

- Corporate hotel rate negotiations
- Extended stay apartment bookings
- Airport hotel arrangements
- VIP lounge access coordination

Ground Transportation

- Airport transfers (luxury vehicles available)
- Corporate car rental services
- Chauffeur services for executives
- Multi-city transportation planning

Travel Documentation

- Visa processing and advisory services
 - Travel insurance coordination
 - Health certificate assistance
 - Document courier services
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Corporate Packages

Executive Package

- Premium flight bookings (Business/First Class)
- 5-star hotel accommodations
- Luxury ground transportation
- Dedicated account manager
- *Starting from KES 150,000 per trip*

Business Package

- Economy/Premium economy flights
- 4-star business hotel bookings
- Standard ground transportation
- Online booking platform access
- *Starting from KES 75,000 per trip*

Group Travel Package

- Bulk booking discounts (10+ travelers)
 - Conference venue coordination
 - Group transportation
 - Team building activity arrangements
 - *Custom pricing based on group size*
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Key Benefits

Cost Savings

- Negotiated corporate rates with airlines and hotels
- Volume discounts for frequent travelers
- Transparent pricing with no hidden fees

Time Efficiency

- One-stop travel management solution
- 24/7 customer support
- Mobile app for instant bookings and changes

Compliance & Reporting

- Monthly travel spend reports
 - Policy compliance monitoring
 - Expense management integration
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Sample Corporate Travel Policy

Pre-Travel Requirements

1. All business travel must be approved by department head
2. Bookings should be made at least 7 days in advance
3. Travel insurance is mandatory for international trips
4. Travelers must register with company security for high-risk destinations

Accommodation Standards

- Domestic travel: 3-4 star hotels
- International travel: 4-5 star hotels
- Extended stays: Serviced apartments preferred
- Maximum rate: KES 15,000 per night (domestic), USD 200 per night (international)

Transportation Guidelines

- Economy class for flights under 4 hours
 - Business class for flights over 6 hours or overnight flights
 - Ground transportation: Standard vehicles unless client meetings require premium service
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Client Testimonials

"Nairobi Jet House has transformed our corporate travel experience. Their attention to detail and 24/7 support have made business trips seamless for our team." - **Sarah Kimani, Operations Director, Tech Solutions Ltd**

"The cost savings and efficiency we've achieved through their corporate package have been remarkable. Highly recommended for any growing business." - **David Ochieng, Finance Manager, Export Kenya**

Getting Started

Step 1: Contact our corporate sales team **Step 2:** Discuss your company's travel needs and volume **Step 3:** Customize a corporate travel package **Step 4:** Set up online booking platform access **Step 5:** Begin streamlined corporate travel management

Ready to elevate your corporate travel experience?

Contact us today for a free consultation and customized quote.

☎ +254 20 123 4567

✉ corporate@nairobiethouse.com

Nairobi Jet House - Your Partner in Business Travel Excellence