

# Confirmation

22 August 2023, 10:53

**AMERICAN EXPRESS GLOBAL BUSINESS  
TRAVEL**

**Phone:** 44 (0)207 9494820 INCL AFTER  
HOURS

**Email:** pstvs.uk@amexgbt.com

**Office Hours:** 0900-1730



**Trip Reference:** 5DJ3FC (1G)

**Traveller(s):** KING/VINCENTMR



## Important Information

This email was generated by an electronic process and **replies to this address will NOT be actioned.**

**Your itinerary is confirmed as below and your tickets will be issued on the date shown. Please check all details thoroughly and advise GBT immediately of any discrepancies. Failure to notify us of changes before the ticket issue date could result in you having to pay additional service fees, fare increases or cancellation charges imposed by a third party supplier.**

Please also note the following important conditions:

- Waitlisted segments are subject to confirmation. Your travel consultant will monitor the status and advise you of any changes.
- The traveller's name must be identical to the name on their passport.
- Fares are not guaranteed until they are ticketed, and are therefore subject to change

**Vaccinations and Medical information relating to overseas travel, where possible please contact the Medical Unit on Ext 3338.**

**For Claims/Complaints and Customer Service in relation to Travel Insurance provided by Chubb phone +44 (0) 345 841 0059 or for assistance call the 24 hour helpline if outside of the UK phone +44 (0) 203 538 7228. [click for Travel Policy](#) details. The Banks travel policy number is UKBBBC58571**








**Bookers/Travellers are required to check the Passport and Visa requirements of the country they are visiting [www.fco.gov.uk/travel](http://www.fco.gov.uk/travel) INCLUDING where transiting as international customs clearance may be required. If a visa is required travellers should contact CIBT via your Company online booking tool.**

**The Bank as an employer owes its employees a general duty of care. This duty remains in place when sending employees abroad on business and we understand you have forthcoming travel arrangements. Please find attached a link to the Foreign and Commonwealth Office ('FCO') website regarding travel advice for your destination. Please ensure you read it before travel. You will note the FCO makes reference to taking out relevant medical/travel insurance. If you are travelling on behalf of the Bank this is already covered by the Bank. Click [here](#)**

**In the event of a security incident, please ring the Threadneedle Street Control Room on +44 (0) 203 461 3332 - as soon as you can - to confirm your safety.**

Effective June 1, 2019, in accordance with IATA Resolution 830d and in order to facilitate a seamless passenger experience when disruptions occur, such as last minute flight schedule changes, disruptions or irregular operations, airlines require that all travelers provide contact information (email and/or mobile phone number). Your company has decided to opt out of this feature and therefore you will not receive updates from the airline unless you have personally provided this to them directly.

**Please ensure you check any rules with regards to Business Travel to Europe post Brexit by visiting <https://www.gov.uk/visit-europe-1-january-2021/business-travel-extra-requirements>**

Itinerary Summary					
	Date / Times	Supplier	From-To / Location	Service	Status / Reference
	11 Sep 2023- 12 Sep 2023	TOWN HOUSE	EXETER, 54 ST DAVIDS HILL		confirmed 2283039366
	11 Sep 2023 07:55 - 08:41	Domestic Rail Journey	Ware (Herts) - Stratford (London)	Standard Class	confirmed 2858569415
	11 Sep 2023 08:56 - 09:15	Domestic Rail Journey	Stratford (London) - London Paddington	Standard Class	confirmed 2858569415
	11 Sep 2023 09:37 - 11:54	Domestic Rail Journey	London Paddington - Exeter St David's	Standard Class	confirmed 2858569415
	12 Sep 2023 17:15 - 19:22	Domestic Rail Journey	Exeter St David's - London Paddington	Standard Class	confirmed 2858569415
	12 Sep 2023 19:41 - 19:51	Domestic Rail Journey	London Paddington - London Liverpool Street	Standard Class	confirmed 2858569415
	12 Sep 2023 20:12 - 20:55	Domestic Rail Journey	London Liverpool Street - Ware (Herts)	Standard Class	confirmed 2858569415

Detailed Itinerary

Monday, 11 September 2023

TOWN HOUSE

54 ST DAVIDS HILL, EX4 4DT EXETER, GB

Check-in:

11 Sep 2023

Check-out:

12 Sep 2023

Reference:

2283039366

Phone:

(44) 1392 494 994

Total Rate:

GBP 110.00

Cancellation:

YOU MAY CANCEL FREE OF CHARGE UNTIL 3 DAYS BEFORE ARRIVAL@ YOU WILL BE CHARGED THE TOTAL PRICE OF THE RESERVATION IF YOU CANCEL IN THE 3 DAYS BEFORE ARRIVAL@ IF YOU DON\*27T SHOW UP\*2C YOU WILL BE CHARGED THE TOTAL PRICE OF THE RESERVATION@

Payment Method:

CLIENT TO SETTLE ALL CHARGES ON DEPARTURE

Tax Information:

Included

Service Charge:

Excluded

Local taxes for hotel may apply



Monday, 11 September 2023

Domestic Rail Journey	Ware (Herts)		Stratford (London)	
11 Sep 2023	Departure:	07:55	Arrival:	08:41
	Reference:	2858569415	Class:	Standard Class
	Duration:	46min		



LEGTYPE:TRUE:GREATER ANGLIA  
DOMESTIC RAIL  
DATE OF TRAVEL : 11SEP  
DEP STATION : WARE  
DEP TIME : 0755  
ARR STATION : STRATFORD LONDON  
ARR TIME : 0841  
CLASS OF SERVICE : SECOND CLASS  
SEAT NOS : UNALLOCATED  
CONFIRMATION : 2858569415  
TICKET REF : 5BLJR2NJ  
TICKET DELIVERY METHOD : FASTTICKET  
KIOSK : WARE  
LOGICALGROUPID : 110372193



Monday, 11 September 2023

Domestic Rail Journey	Stratford (London)		London Paddington	
11 Sep 2023	Departure:	08:56	Arrival:	09:15
	Reference:	2858569415	Class:	Standard Class
	Duration:	19min		



LEGTYPE:TRUE:TFL RAIL  
DOMESTIC RAIL  
DATE OF TRAVEL : 11SEP  
DEP STATION : STRATFORD LONDON  
DEP TIME : 0856  
ARR STATION : LONDON PADDINGTON  
ARR TIME : 0915  
CLASS OF SERVICE : SECOND CLASS  
SEAT NOS : UNALLOCATED  
CONFIRMATION : 2858569415  
TICKET REF : 5BLJR2NJ  
TICKET DELIVERY METHOD : FASTTICKET  
KIOSK : WARE  
LOGICALGROUPID : 110372193



**Monday, 11 September 2023**

Domestic Rail Journey	London Paddington		Exeter St David's	
<b>11 Sep 2023</b>	Departure:	<b>09:37</b>	Arrival:	<b>11:54</b>
	<b>Reference:</b>	2858569415	<b>Class:</b>	Standard Class
	<b>Fare:</b>	GBP 45.00	<b>Duration:</b>	2h 17min



LEGTYPE:TRUE:GREAT WESTERN RAILWAY  
DOMESTIC RAIL  
DATE OF TRAVEL : 11SEP  
DEP STATION : LONDON PADDINGTON  
DEP TIME : 0937  
ARR STATION : EXETER ST DAVIDS  
ARR TIME : 1154  
CLASS OF SERVICE : SECOND CLASS  
SEAT NOS : D71  
CONFIRMATION : 2858569415  
TICKET REF : 5BLJR2NJ  
TICKET DELIVERY METHOD : FASTTICKET  
KIOSK : WARE  
LOGICALGROUPID : 110372193



**Tuesday, 12 September 2023**

Domestic Rail Journey	Exeter St David's		London Paddington	
<b>12 Sep 2023</b>	Departure:	<b>17:15</b>	Arrival:	<b>19:22</b>
	<b>Reference:</b>	2858569415	<b>Class:</b>	Standard Class
	<b>Duration:</b>	2h 7min		



LEGTYPE:FALSE:GREAT WESTERN RAILWAY  
DOMESTIC RAIL  
DATE OF TRAVEL : 12SEP  
DEP STATION : EXETER ST DAVIDS  
DEP TIME : 1715  
ARR STATION : LONDON PADDINGTON  
ARR TIME : 1922  
CLASS OF SERVICE : SECOND CLASS  
SEAT NOS : H26  
CONFIRMATION : 2858569415  
TICKET REF : 5BLJR2NJ  
TICKET DELIVERY METHOD : FASTTICKET  
KIOSK : WARE  
LOGICALGROUPID : 110372194



Tuesday, 12 September 2023

Domestic Rail Journey	London Paddington		London Liverpool Street	
12 Sep 2023	Departure:	19:41	Arrival:	19:51
	Reference:	2858569415	Class:	Standard Class
	Duration:	10min		



LEGTYPE:FALSE:TFL RAIL  
DOMESTIC RAIL  
DATE OF TRAVEL : 12SEP  
DEP STATION : LONDON PADDINGTON  
DEP TIME : 1941  
ARR STATION : LONDON LIVERPOOL STREET  
ARR TIME : 1951  
CLASS OF SERVICE : SECOND CLASS  
SEAT NOS : UNALLOCATED  
CONFIRMATION : 2858569415  
TICKET REF : 5BLJR2NJ  
TICKET DELIVERY METHOD : FASTTICKET  
KIOSK : WARE  
LOGICALGROUPID : 110372194



Tuesday, 12 September 2023

Domestic Rail Journey	London Liverpool Street		Ware (Herts)	
12 Sep 2023	Departure:	20:12	Arrival:	20:55
	Reference:	2858569415	Class:	Standard Class
	Fare:	GBP 48.50	Duration:	43min



LEGTYPE:FALSE:GREATER ANGLIA  
DOMESTIC RAIL  
DATE OF TRAVEL : 12SEP  
DEP STATION : LONDON LIVERPOOL STREET  
DEP TIME : 2012  
ARR STATION : WARE  
ARR TIME : 2055  
CLASS OF SERVICE : SECOND CLASS  
SEAT NOS : UNALLOCATED  
CONFIRMATION : 2858569415  
TICKET REF : 5BLJR2NJ  
TICKET DELIVERY METHOD : FASTTICKET  
KIOSK : WARE  
LOGICALGROUPID : 110372194



## References

KING/VINCENTMR

Budget Centre: 160305  
Employee Number: 323589

Collection of Membership points/Airmiles: NO  
Reason For Travel: TT



## Other Important Information

### Complying with the duty to verify a booking confirmation

Please check all the information contained in this booking confirmation carefully. You are required to notify us of any mistakes it contains immediately and no later than on the date the booking is made. If we do not receive notification until after the booking date it may no longer be possible to make any corrections or changes etc. for the same price and/or the same dates and/or the same routes.

Please note the following points:

1. It is essential that the names of the traveller(s) on the travel documents match the names in the passports/identity cards they are carrying.
2. The travel schedule and confirmed prices are in accordance with those applicable at the time the confirmation is sent. However, please bear in mind that the service providers (airlines, hotels etc.) expressly reserve the right to make changes to the prices, currency exchange rates and flight schedules at any time.
3. All of the prices quoted are only valid at the time a booking is made.
4. Like other travel agencies and airlines, GBT is required by law to provide customs and immigration authorities with the flight and booking details of all passengers.
5. The terms and conditions of the service provider concerned for travel, rebooking and cancellation, and the limitation on liability of the IATA which are accessible at [www.iatatravelcentre.com/tickets](http://www.iatatravelcentre.com/tickets) apply at all times.
6. Flights must be cancelled prior to the specified check-in time since the airlines will not, as a rule, guarantee reimbursement for "no-shows".

Please note that some airlines insist that flight coupons are used in the order they were booked. Boarding a flight late or missing a flight completely for example can lead to cancellation of the entire reservation and/or cause the airlines to impose an additional charge at the standard rate.

### Other important information

Please contact your travel office on 44 2079494820 for any queries quoting your booking reference. Outside of office hours your call will automatically transfer to the emergency service. Thank you.

**Travel to North America – please note that personal data related to your booking may be passed to US and Canadian government authorities for border control and aviation security purposes.**

It is the traveller's responsibility to check any health requirements for all stopover and transit points in an itinerary. GBT advises that you check for the latest health and vaccination information on the following website [www.nathnac.org](http://www.nathnac.org)

### COVID-19 Updates

Click here to access Travel Vitals <https://travelvitals.amexgbt.com> for the latest information and advisories compiled by American Express Global Business Travel.

#### **COVID-19 – Travelling during Covid-19 \*PLEASE READ\***

**As travel begins to return it is important that you check the latest requirements and restrictions, mindful that different countries and companies apply different policies. To assist you in this task American Express Global Business Travel (GBT) have set up a tool known as 'Travel Vitals' that provides the latest advice for both domestic and international travel. The new tool is available on a single website - [Travel VitalsTM](#)**

Travel Vitals should be your go-to site and contains information about immigration restrictions, safety protocols, inflight food and beverage service and other areas. Users get information tailored to their trips by entering their origins, destinations and airlines. The site pulls in data from sources including governments, airports, risk management firms and travel supplies – please note that should you contact the GBT team you may be charged.

**Please note that although this gives consumer facing advice on industry and government announcements it does not substitute your departmental specific guidance and policies so please ensure that you follow all local guidance.**