



## Group Air Travel

In travel, a 'group' is usually defined as ten or more people traveling together on the same itinerary. If you are making plans for 10 or more people you may qualify for better terms than making individual travel arrangements.

Our group travel consultants have a wealth of knowledge arranging field trips and other group travel services for 10 to 1,000 travelers.

### **Our Specialist Groups Team**

Co-ordinating group travel is time consuming and when travelers' plans change and they deviate from the rest of the group, or when something goes wrong, a group booking can quickly start to drain your time and resources. This is why our dedicated team of group travel specialists is here to help.

Whether you require multiple travel components or simply one individual element such as a flight, enjoy the convenience of a single source for all group travel arrangements and requirements.

### **Flights**

Tailored to bring you the best value and increased flexibility in order to meet the specific needs of the Humanitarian, Faith and Education sectors, our group fares are negotiated in partnership with a wide range of the major airlines.

While group rates are negotiated

individually on a case-by-case basis, we do use our relationships with airlines, along with our size and scale, to try to provide the widest and very best fare options for you. In addition to price, we can also negotiate unique conditions such as excess baggage, ticket flexibility and group deviation allowances.

### **Our Groups and Tours Service also includes:**

- **Student and Alumni Tours**
- **Charity Donor Trips**

An increasing number of NGOs plan trips to inspire donors to invest their money and time.

Donor trips give donors first hand experience of projects, with the opportunity to meet face-to-face with the people on the ground carrying out projects and the leaders of grass roots organizations operating on a shoestring budget. This is a great way to build connections between donors and grantees (often the richest and the poorest people in the world).



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#### **- Experiential & Tailored Programs**

We collaborate with you to create unique, meaningful and customized educational programs based on your field of study and learning goals.

Our range of relevant and sustainable community service projects worldwide offer participants a learning experience with not only a cultural, historic & natural value, but also a cross-cultural experience, which they would not likely be exposed to if they went abroad themselves.

#### **Visa Services for Groups**

For visas, Key Travel has partnered with G3 Global Services who provide online access to customized services, including:

- Detailed instructions and forms
- Assistance with group coordination, timelines and other preparations
- Collection of required submission documents, review for accuracy and completeness & submission of documents to foreign consulates
- Constant contact with consulates and travelers throughout the process to answer questions and communicate any additional consular requests
- Automatic e-mail notifications
- Web-based order tracking 24/7

#### **Ground transportation**

We are experienced in handling ground transportation requirements, including coach with driver, rail journeys & self drive options.

#### **Risk Management & Financial Protection**

Key Travel takes traveler wellbeing seriously and has invested in a number of services and tools to support NGOs' travel security programs & assist with their duty of care responsibility to employees. These range from pre-trip briefings to traveler tracking; providing solutions at vastly reduced rates compared to market prices.

#### **Support in an emergency**

We operate an emergency service that is managed in-house, thus ensuring continuity of service. No matter what time of day or night, the same knowledgeable and experienced team will take your call.

#### **Low deposits & flexible payment terms**

Cash flow is often a key consideration for organizations operating in the Humanitarian, Faith & Education sectors. We use our supplier knowledge to keep deposits as low as possible. We can also set up credit arrangements so that flight bookings can be made without us having to wait for a deposit payment from you. Typically group deposits can be paid via purchase order & invoiced in the usual manner. Balance deadlines will be clearly communicated to remove the stress of arranging large, unexpected payments.

#### **Management Information**

Key Travel's versatile & intuitive Management Reporting tool allows designated staff access to a wide range of reports, providing total visibility of expenditure & the types of tickets being purchased.