

Travel Booker's Quick Guide

1. **Book in advance** to reduce ticket costs. Lowest air fares are bookable 42, 21, 14 and 7 days in advance.
2. **If travelling to a destination outside of Europe** can the traveller stay a minimum of 3 nights or a Saturday night to obtain a lower fare?
3. **Questions to ask the traveller:**
 - 🌀 Is the trip likely to be cancelled? – If not book a non-refundable ticket.
 - 🌀 Can the traveller accept a ticket that has a fee to change, limited to the same airline & route?
 - 🌀 As opposed to a flexible ticket which will be a lot more expensive.
4. **Traveller Profiles are these up to date?**
 - 🌀 Important to check – Passport details.
 - 🌀 Frequent Traveller cards.
 - 🌀 Meal & seat requests.
5. **Out Of Hours Emergency Service** - from 17:30 hours to 09:00 hours Monday – Friday & Bank Holidays.

Only use this service in an emergency

For calls within the UK Tel: 01908 009978

For calls outside the UK Tel: +44 (0) 1908 009978

Any costs to be paid for by the traveller's credit card.

**The traveller is responsible for justifying any additional cost in order to claim it
back on expenses.**

6. **Advanced Passenger Information**
 - 🌀 Please ensure for bookings to the USA that you provide Flightline Travel with the name and address of the travellers 1st night stay plus passport details if not already held within their traveller profile.
7. **Passport & Visas** – Contact Flightline Travel as early as possible for these types of application.