

How to finish your booking with Ian Alan Travel

This page will vary slightly depending on which travel you are booking

Reserve

Please note that the travel request must be reserved before 22/04/2016 18:00

To book your selection, please check and provide information below.

TRAVELLER INFORMATION
MR. MARTYN STRUEBIG
Email: StruebigM@cardiff.ac.uk
Business phone: 0044-02920878349 (Ex. for France: 0033-612345678 or 0033-1-45465678)
Mobile phone: (Ex. for France: 0033-612345678 or 0033-1-45465678)
Date of birth: dd/mm/yyyy

SEATING PREFERENCES
X Cardiff - Amsterdam: [Seat Selection]
Amsterdam - Cardiff: [Seat Selection]

LOYALTY PROGRAMS
X KLM Royal Dutch Airlines: [Add]

TICKETING AND DELIVERY INFORMATION
X Flight tickets
E-ticket
Reception date by email: 21/04/2016

PAYMENT AND GUARANTEE INFORMATION
X Airline ticket payment: Directly Invoiced to your company

ADDITIONAL INFORMATION
Department AHSS [Payment Reference Department]: [Add]
AHSS Reference Number (EG AHSS1234GH) [Payment Reference Order Number]: AHSS1234XZ

The country you are travelling to requires Advanced Passenger Information (API) to be supplied in the fields below. Airlines have the right to refuse boarding if not provided. Click here to fill in regulation information.

I understand and accept that this data will be transferred to the airline.

Cancel and go back Complete this reservation

Enter your best contact number here so if the agent or airline can contact you if needed.

Add your date of birth (it will be remembered for next time)

You can pick your seat (if available)

Your School should already be here. If not click the + and add.

Enter the mandatory AHSS Reference number here (From your EXP4 or UK travel reference obtained from AHSS Finance)

Tick you accept the terms

Press the Complete button to book

With Easyjet, Flybe, Ryanair etc. the screen may have these additional boxes which may vary between airlines.

ADDITIONAL SERVICES
X Number of bags to check in: 0 x Bag: 0 kg (0.00 GBP)

PAYMENT AND GUARANTEE INFORMATION
Easyjet requires immediate full payment by credit card at the time of booking. Accepted credit cards: [American Express, Diners Club, Mastercard, UATP/Air Plus Karte, Visa].
X Airline ticket payment: Ian Alan Card (16.82 GBP)

TOTAL COST OF MY FLIGHT EASYJET
X Return ticket(s): 177.48 GBP
Checked baggage: 0.00 GBP
Credit card fee: 16.82 GBP
Validate flight tickets price+
Flight price: **GBP 177.48**

ADDITIONAL INFORMATION
Billing address: Cardiff University Cardiff
Department AHSS [Payment Reference Department]: [Add]
AHSS Reference Number (EG AHSS1234GH) [Payment Reference Order Number]: [Add]

I have read and accepted the terms and conditions of Easyjet - Terms and Conditions
 I have read and accepted the terms and conditions of PR Aviation

Add your luggage and click the Validate flight tickets price (just above the price)

Tick you accept the terms

Press the **Complete this Reservation** (just below) to book