

YES
your event solutions

**Business Travel
Services**

A Business with Passion



Business Travel Services

Individual Business Travel	<ul style="list-style-type: none"> ✚ International & domestic flights, low-cost & scheduled airlines with extensive best fare and availability searches ✚ Comprehensive travel information and expert advice ✚ Bespoke individual tailored itineraries ✚ Email confirmation with on-line link to the reservation along with option to print out e-ticket for travel
Worldwide Hotel Reservations	<ul style="list-style-type: none"> ✚ Our global computer reservations system gives access to the best rates available at thousands of hotels worldwide ✚ Negotiated rates on preferred hotel requirements
Car Hire	<ul style="list-style-type: none"> ✚ Reservations for all major car hire companies
Continental & UK Rail	<ul style="list-style-type: none"> ✚ Reservations, ticketing and itineraries for UK and European train services, together with Eurostar bookings
Passport & Visa Application Service	<ul style="list-style-type: none"> ✚ Advice on passport & visas ✚ Can offer a visa application service for UK residents only
Information Technology	<ul style="list-style-type: none"> ✚ Sabre, our in-house airline global distribution system enables travellers to view their reservations through the internet. Our clients are also able to obtain up to date information on flight schedules, destinations, weather and much more from the virtuallythere.com website.
Account Management	<ul style="list-style-type: none"> ✚ Fundamental understanding of client needs ✚ Dedicated telephone reservations line ✚ Dedicated Account Manager ✚ Automated email request system via in-house intranet ✚ Alternative/contingency booking methods
Account Reporting	<ul style="list-style-type: none"> ✚ Monthly spend reporting and invoicing ✚ Company savings analysis ✚ Your departmental/cost centre breakdown ✚ Service cost breakdown i.e. rail, air, hotel etc. ✚ Supplier cost comparison and Optional spend limit
Optional Extra Services – subject to additional fee	<ul style="list-style-type: none"> ✚ Onsite event travel assistance, where required ✚ 24/7 Helpline ✚ Processing of refunds and last minute changes to itineraries ✚ Text messaging service to mobile numbers. to inform delegates of any urgent messages e.g. strikes, airport closures, schedule changes etc

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