



Group Travel 101

What are benefits of group travel?

- **Flexibility:** Passenger details and payments are not due until 45 to 60 days before departure.
- **Personal Attention:** You are assigned a personal agent who helps you from start to finish.
- **Savings:** Groups can be booked 11 months in advance when flights and hotels are more widely available, often resulting in a lower fare.
- **All together now:** Your group is guaranteed seats on the same plane. Some airlines offer dedicated group check-in.
- **Last minute changes:** Many airlines allow name changes and corrections after ticketing.

Frequently asked questions

What is a group?

A group is 10 or more people, traveling on the same schedule at the same time.

How is it different than an individual reservation?

Key Travel negotiates directly with airlines to create a contract that meets your budget and travel needs. Final names and balance are not required until closer to the travel date. Changes and cancellations are often allowed with no penalty 100 days before travel.

How long does a group travel request take?

We try our best to have rates back to you within 72 hours. We will update you if there will be anticipated delays.

How far in advance can I book?

Most airlines will take bookings between 300-330 days prior to the date of travel.



Start planning your next group trip.

Contact us at usgroups@keytravel.com or 646-880-1537

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How does the group booking process work?

Step 1 - Proposal

We gather information from you and then present you with a proposal with a few options that address your travel needs.

You choose an option and we contract with the airlines and hotels to hold space. We send you a confirmation and invoice with deposit requirements.

Step 2 - Deposit

We collect the deposit, which in most instances is refundable until 100 days before travel.

Step 3 - Final numbers

The final traveler count must be submitted 100 days before travel.

This is your last chance to cancel, increase, or reduce numbers before there is a financial penalty. Groups must remain at ten or more

Step 4 - Preliminary names

We ask for the names of travelers 60-75 days prior to travel.

Step 5 - Final names and balance of payment

The balance of your payment is due 45-60 days prior to travel.

We process your tickets and send them with information on what to do in an emergency and other relevant information for your group.



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