

DNA[®]

Corporate travel

INTRODUCTION

Corporate travel is about attention to detail. We provide a seamless service for the travel booker and the traveller. We are not order takers - we are advisors. We are not a large travel management company where you are just a number. We provide a bespoke solution to clients who value service that goes above and beyond. Efficient, professional and savvy - leave the searching to us and we will manage every aspect of your travel programme.



“You have to really understand clients and their individual motivation to deliver exactly what they are looking for.”

- Dan Nickless
CEO, DNA

OUR SERVICES

EXPERT TRAVEL MANAGER

Your expert travel manager will work closely with you to ensure your business receives the highest levels of service. We will immerse ourselves in your travel programme learning the intricacies and tailoring our service to suit you as we are fully aware that every client is different.

We are obsessive when it comes to attention to detail which in turn ensures seamless travel plans. With a maximum 90 minute turnaround time you are at the centre of everything we do.

THE EXTRA MILE

Any agency can book your travel, but will they go the extra mile? Will they hold waitlist seats to ensure the best pricing, advise you on chauffeur transfers, provide alternative flight timings without you having to ask, give accommodation options that suit both the business and the traveller—we cut out the back and forth by providing you with ALL the relevant information in the first instance in a clear and concise manner. We are in the business of thinking about everything so you don't have to.

GLOBAL PORTFOLIO OF ACCOMMODATION

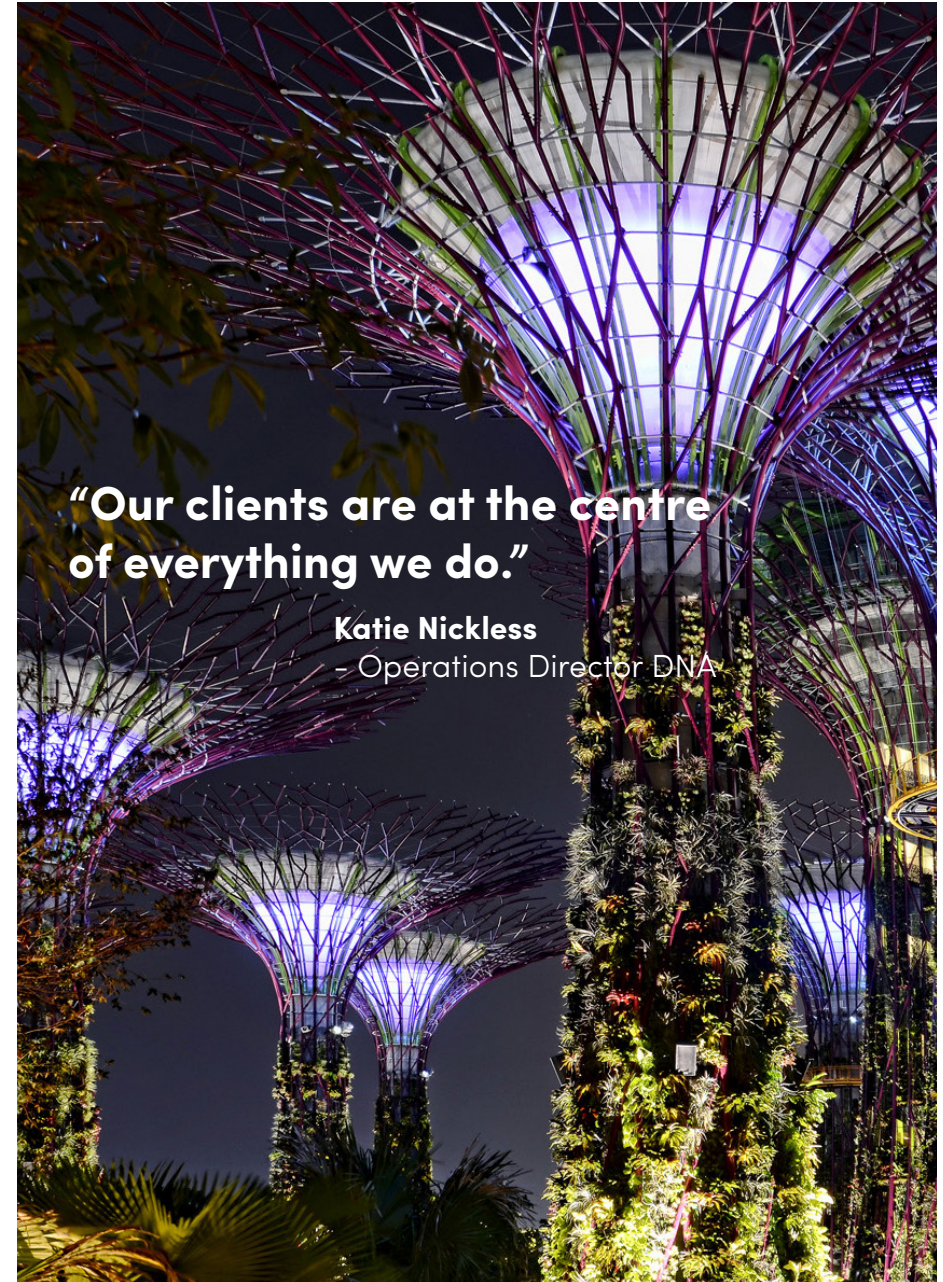
Travelling for business can be tiring but staying at the right hotel can ensure you are well rested to deal with the tasks in hand. You need to know that the accommodation you have booked will satisfy your needs – central location, free wifi, meeting/ event space, whatever you require we are on hand to recommend and provide the most competitive rates.

OUT OF HOURS EMERGENCY ASSISTANCE

We will always look after you in an emergency a 24/7 service giving you confidence and peace of mind that in the event of unpredictable weather, last minute changes or unforeseen circumstances we have you covered with an efficient service when it is needed most.

PAYMENT OPTIONS

We work alongside Advantage Partnership to offer centralised credit facilities. Every credit decision is judged by a human. No auto-credit line reductions, no automated declines. Every customer is reviewed individually and in every case we will look to establish a solution that meets your needs. We also accept credit/debit cards and BACS payments.



**“Our clients are at the centre
of everything we do.”**

Katie Nickless
- Operations Director DNA

FREQUENT FLYER PROGRAMMES

We will advise you on the benefits of the various frequent flyer programmes specifically set up for businesses that travel and implement/manage these programmes for you if required.

REPORTING

DNA provides quality management information so you are in control of your travel expenditure. We will provide bespoke reporting depending on your business set-up ensuring we analyse the data to maximise saving opportunities.

VIEWTRIP

The travel Booker will receive a link once the booking is confirmed - ViewTrip gives you access to your journey information anytime, anywhere in one secure, convenient location. From flight updates to online check-in to destination services and information - you can get it all here quickly and easily.

PERSONAL LUXURY TRAVEL

We also arrange luxury holidays - bespoke worldwide trips tailor-made for you. We will consult, advise and guide you to a holiday you will never forget.





PRICES

FLIGHTS

International & non ex-UK	£45.00
European airline ticket/Eurostar	£35.00
UK Domestic airline ticket	£30.00
Low cost airline ticket	£25.00
Changes and Amendments	£30.00
Refunds	£30.00

ACCOMMODATION, CAR HIRE & TRANSFERS

Reservations with booked flight	FOC
Booked independently	£15
Changes & amendments	FOC

GENERAL

Out of hours service	£30
Passport & Visa	FOC
Reporting	FOC
Fees exclude any third party costs	

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