

## Notice To Agents: 12b 22<sup>nd</sup> August 2022

Dear Travel Partner,

To serve our guests better, please ensure your schedule change queries are actioned and communicated to guests prior to departure. If the guest is not traveling, segments must be cancelled in the PNR to avoid no show charges.

In the event of a schedule change on Kenya Airways operated flights or codeshare partners and ticket issued in 706 paper you can offer the below options to the passengers.

Options available:

**1.** Offer Kenya Airways flight operating on the same day or +/-2 or 3 days before or after the original departure date which is suitable. Rebooking must be completed in the same booking class/cabin. If the same class is not available, please rebook in the next available class and email **Europeusa.Support@kenya-airways.com** and they will assist you in obtaining the correct booking class.

Once confirmed, ticket needs to be reissued with the following message in the Endorsement field **"INVOL REISSUE DUE SC KQ KQXXX/DD/MM/YY"** where **XXX is the flight number followed by date the flight was disrupted.**

**2.** In case the alternative flight options offered are not suitable to the passenger and the schedule change is of a significant time (more than 2 hours), then a refund can be offered. Please apply for refund through **BSPlink** with the following message in the remarks column **"INVOL RFND DUE SC"** and attach a copy of the PNR history to show that schedule change has taken place, this is an audit requirement. If this information is not provided, auditing will be done based on the applicable fare rule and penalty will be charged. Refunds for schedule change should not be actioned through your GDS.

If the schedule change is less than 2 hours, rebooking option can be offered as per above procedure (stated under option 1).

**3.** If a schedule change takes place after the passenger has partly travelled, please offer option 1. Partial refunds will only be offered if there are no suitable options available on Kenya Airways. Refund will be calculated based on sector fare paid plus any unused taxes (YQ and YR will be calculated at 50%). Applications should be made through BSP link - please ensure a copy of the PNR history showing flight disruption is attached as this is an audit requirement.