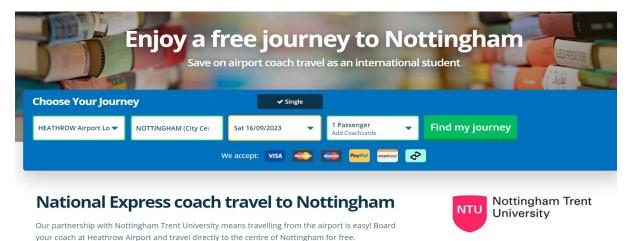
# **Airport Transfers January 2024**

# Step by Step Guide to booking a National Express Airport Transfer

# Step 1.

Select Heathrow AIRPORT London T2/3, T4 or T5 from the drop down and the date of your journey, one free ticket per student is permitted. Click 'Find my Journey.'

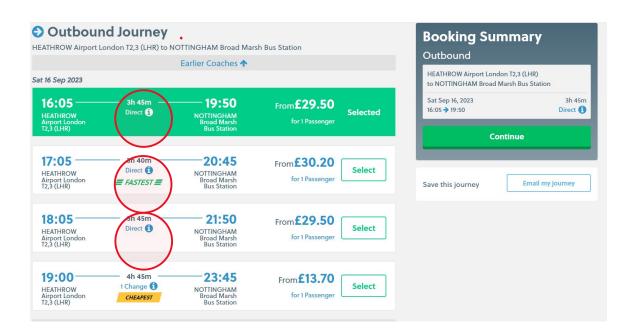
Heathrow central bus station is a 10-minute walk from Terminal 2 & 3. Coaches do pick up from Terminal 4 and Terminal 5, but there are more options departing from central bus station. There is a free express train between terminals.



### Step 2.

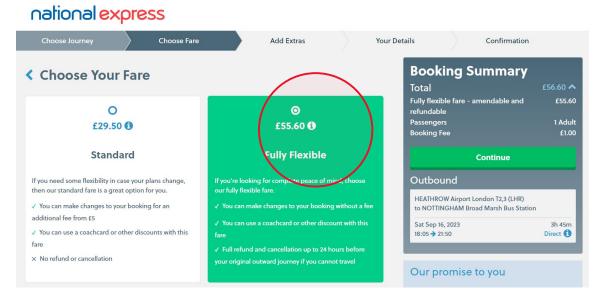
Select your journey, choose an option that avoids a change in London VICTORIA bus station, even if it is a longer wait. This bus station is very busy and will be difficult with luggage.

When booking your coach departure time allow a minimum of 2 hours for immigration, baggage reclaim and getting to the bus station, longer if you are travelling between terminals.



# Step 3.

Choose the fully flexible fare.



#### Step 4.

If you have more luggage than the <u>National Express allowance</u>, you will need to add it on the screen below. To progress click 'Continue.' If you select any other extras you will be charged.

Standard Seat Reservation	6	<b>Booking Summary</b>	
	<ul> <li>There's a seat onboard with your name on it</li> </ul>	Total	£66.60 木
£2.00 j j	<ul> <li>Reserve your seat from only £2.00 per person, per journey.</li> <li>Limited availability - reserve now to secure your</li> </ul>	Fully flexible fare - amendable and refundable	£55.60
	preferred seat!	Passengers	1 Adult
		1 Extra outbound luggage	£10.00
	Add to trip	Booking Fee	21.00
		Continue	
Change & Go	€ Not sure on the right departure time for your journey?	Check out with amazon pa	У
	<ul> <li>Running late for your chosen coach?</li> </ul>	i Pay easily using your existing Amazon a	account
£5.00 🔀	<ul> <li>Board any available coach 12 hours either side of your departure for just £5 per passenger each way.</li> </ul>	Check out with PayPa	al
	Add to trip	Outbound	
		HEATHROW Airport London T2,3 (LHR) to NOTTINGHAM Broad Marsh Bus Station	
Need extra luggage?	6		
	Basic luggage allowance: 1 x large suitcase & 1 x piece of	Sat Sep 16, 2023 18:05 • 21:50	3h 45m Direct 🚺
£10.00 🔒 🔶 🖌	soft hand luggage Add 1 extra bag from just £10 per passenger, per journey	10.03 7 21.30	Direct
(£10.00 Per Bag)	<b>—</b> 1× <b><u><u></u></u> +</b>		

# Step 5.

Dismiss the Change & Go pop up.

		Change & Go	8
ras	Change & Go	<ul> <li>Not sure on the right departure time for your journey?</li> <li>Running late for your chosen coach?</li> <li>Board any available coach 12 hours either side of your departure for just £5 per passenger each way.</li> <li>Terms and conditions</li> </ul>	co 
30 0		Add to trip	gage
		Add to trip	Cont

Step 6.

# Checkout as guest

Already got an account with us? Sign in for fa	ster checkout.		Booking Summary	
Sign in with Facebook	G Sign in with Google		Total	£66.60
			Fully flexible fare - amendable and	£55.
			refundable	1 Ad
mail Address:*		0	Passengers 1 Extra outbound luggage	1 AG £10
			Booking Fee	£1
rgotten your password?	Sign in		I acknowledge and agree that where I an service provided by or on behalf of National General Conditions of Carriage and any Spe Conditions shall apply and that my contract National Express. I confirm that my booking correct.	l Express the ecial t is with
		-	Continue and Pay	
			Outbound	
online Account?			HEATHROW Airport London T2,3 (LHR)	
	e the chance to sign up once you comple		to NOTTINGHAM Broad Marsh Bus Station	a
Checkout as guest your purcha		e	Sat Sep 16, 2023	3h 45r
			18:05 -> 21:50	Direct

Step 7.

The NTU transfers discount is now applied.

Enter your email address (this is where the e-ticket will be sent) and passenger information, you can use your home country address.

Ticket Email Address	Booking Summary
@ Email Address ()	*Required fields Total £10.00 ▲ Fully flexible fare - amendable and £55.60 refundable
joe.smith@ntu.ac.uk Please check your email address	Passengers 1 Adult 1 Extra outbound luggage £10.00 e-Ticket Free
Lead Passenger	Booking Fee E.100 NTU Transfers Discount applied -£56.60 Email ve.smith@ntu.ac.uk
Passenger Details Joe  Smith	service provided by or on behalf of National Express the General Conditions of Carriage and any Special Conditions shall apply and that my contract is with National Express. I confirm that my booking summary is correct.
C Phone Number	Confirm and Pay
Nigeria ~ +234 755555555	Outbound HEATHROW Airport London T2,3 (LHR) to NOTTINGHAM Broad Marsh Bus Station
Nigeria 💌	Sat Sep 16, 2023 3h 45m 18:05 → 21:50 Direct ①

#### Step 8.

If you added any extra luggage you need to enter your card details to make the payment. You can also use PayPal, clearpay or amazonpay.

Card number			<b>Booking Summary</b>	1
1234 5678 9012 3456		0	Total	£10.
Incomplete field			Fully flexible fare - amendable and refundable	_
Expiry date	CVC / CVV		Passengers	
			1 Extra outbound luggage	£
MM/YY 🛛 😒	3 digits	0	e-Ticket	
			Booking Fee	
Incomplete field	Incomplete field		NTU Transfers Discount applied 😣	-£
			Email fi_anderson	@hotmail
Name on card J. Smith Invalid cardholder name	e on card Smith Sm		l Express ecial t is with	
O P PayPal			Confirm and Pay	
			Outbound	

\*If your card does not work on UK websites you can remove the luggage from your booking and purchase extra luggage at payment machines at the bus station at Heathrow, allow extra time for this.

Step 9.

Tick the acknowledgement box and click 'Confirm and Pay.'

If extra luggage has been added, payment (for the extra luggage only) will be taken, and you will reach the confirmation screen, see below.

If you have no extras to pay for, payment details will not be requested. Tick the box and click 'confirm and pay' you will see the confirmation screen below.

Thanks, your booking is confirmed			
You will receive your ticket by email shortly			
Ticket number EUDUPH47	YOUR BOOKING IS COMPLETE		
Make a note of your ticket number. This should be used in all correspondence and to manage your booking online.	Click here to claim your <b>£6.87 CASH BACK</b> on your next booking with National Express!		
You can show your e-Ticket to your driver on your phone / tablet.	CONTINUE )		
We hope you enjoy your journey and your ticket has been sent to fi_anderson⊜hotmail.co.uk	By clicking above, you can join NX Rewards for 15 pounds/month and claim your incentive.		
Manage my ticket			

Your booking is confirmed, your e-ticket will arrive in your inbox in a few minutes (check your junk emails).

The driver will need to scan the e-ticket, we advise printing it or take screenshot, just in case you cannot access your emails on arrival.

### Manage my Ticket

\*Please note, the Manage my ticket function does not work for these discounted tickets.

If you need to amend or cancel your ticket you must do this before travel commences by:

Call, Tweet or Facebook message the National express <u>customer contact centre</u>.

Call 03717 81 81 81 or tweet <u>@nxcare</u> or message on <u>Facebook</u>

Call centre open 7 days a week (8am – 8pm GMT)

### **Missed or Delayed Flight**

If you do not have the opportunity to amend your ticket speak to the National Express driver, or contact the call centre they may be able to help. National Express do not have a staffed ticket office at London Heathrow.