

Hotel Booking Guide

If you need to arrange a hotel on behalf of a visitor:

Hotels can be booked 2 ways. You will require an Agresso account and training in making a Requisition.

1. Directly with the hotel :

Below are the hotels we most frequently use.

a) Brighton House <http://www.brighton-house.co.uk/>

Our arrangement with the hotel is 20% off the full room rate.

The hotel contact is Carl; phone or email 01273 323282/info@brighton-house.co.uk

b) Artist Residence <http://artistresidencebrighton.co.uk/>

Our arrangement with the hotel is 15% off the room rate on the night.

Please email your request to manager@arbrighton.co.uk

To book rooms with both Brighton House or Artist Residence :

You will agree the room cost with the hotel and let the hotel know whether the University or the guest is paying for the room. If the university is covering the cost, a purchase order needs to be arranged. This is then supplied to the hotel who will provide you with an invoice. Please forward the invoice to invoices@sussex.ac.uk . You will need to remember to Goods Receipt the purchase order once the guest has stayed and the invoice is ready for payment.

c) Jury's Inn (at Brighton train station) <https://www.jurysinns.com/hotels/brighton>

We have fixed rates with the hotel. The cheapest room is £89 per night subject to availability.

Please call the reservation centre on 01273 862121. Ensure you ask for the University of Sussex rate. Inform the hotel whether the guest will pay on departure or the University is covering the cost, this is called Billback. If the University is covering the cost you will need to arrange a purchase order. Once you receive the purchase order please forward it to Stacey_Lloyd@jurysinns.com please ensure you quote your booking reference number with it. Again this will need to be goods receipted.

There are numerous other hotels in Brighton whom we have agreed rates with. These all can be found on the link below. Please contact the hotels directly.

<http://www.sussex.ac.uk/aboutus/findus/wheretostay>

If the guest is booking and reclaiming the cost, they just need to mention the University of Sussex rate.

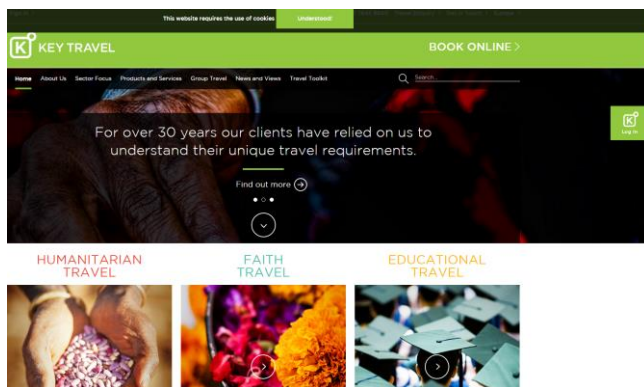
2. Using Key Travel, the University's travel agent:

Please set yourself up as a Key Travel user. This can be done by contacting Amran Ghoni on aghoni@keytravel.com You will need to provide the following information

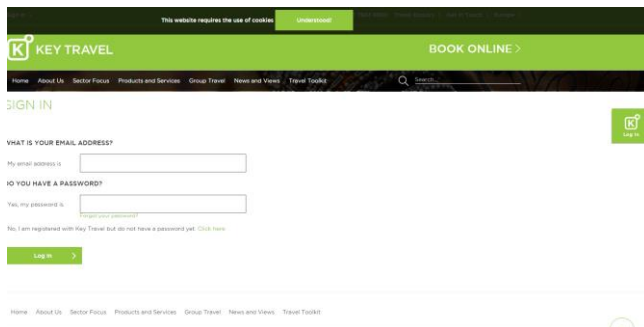
- Full name
- Job title
- Department
- University email address
- Landline contact number

Once you have access to Key Travel go to the site <http://www.keytravel.com/uk/>

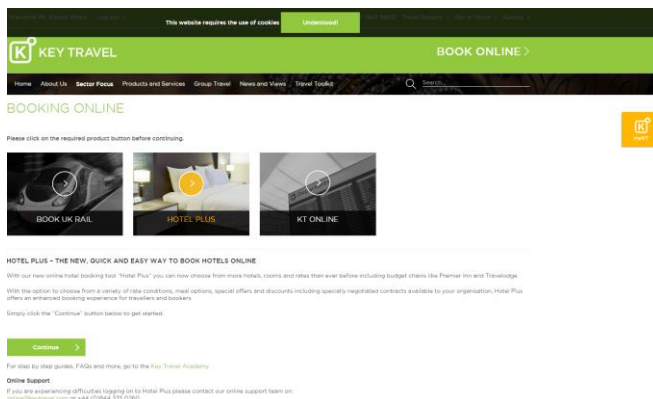
On the RHS of the page approx. a third of the page down you will see the log in tab.



This will take you to the sign in screen.



Once logged in go to "Book Online". Here you now have 3 options. Please select Hotel Plus.



Enter your search criteria. All the available hotels will appear in a list. Please note the rates will be different once you select a hotel as you will be using Billback. These are the agreed rates we have with the hotels and this will allow changes, cancellations and for the majority include breakfast.

On the Key Travel site the most frequent hotel we book in the School Office is Jury's Inn Waterfront Brighton. You can search for this hotel using the destination box. The rate for this Jury's is £10 cheaper than the Jury's at the station if available.

To proceed with a booking on key travel you will need a purchase order number. When arranging the purchase order you must include a booking fee of £6 on top of the room cost. I normally search for the room cost then arrange the purchase order. Then go back into and search directly for the hotel I originally selected and proceed from there.

There is "Key Travel Academy" guide available on the same screen as "Book Online" if you have any questions. You can also call the Ruby team on 0845 21220102, or email them ruby@keytravel.com if you would like to book direct with someone and not using the online booking tool.

For help with Agresso, please see the link below to the guides.

<http://www.sussex.ac.uk/finance/newfinancesystem/supportandtraining/training-guides>

If you have any queries or need any clarification with this guide please do not hesitate to contact us in the School Office. Sinead and Becky are very familiar with Key Travel and are available for advice.