

Key Travel Booking Guide

You will require an Agresso account and training in making a Requisition.

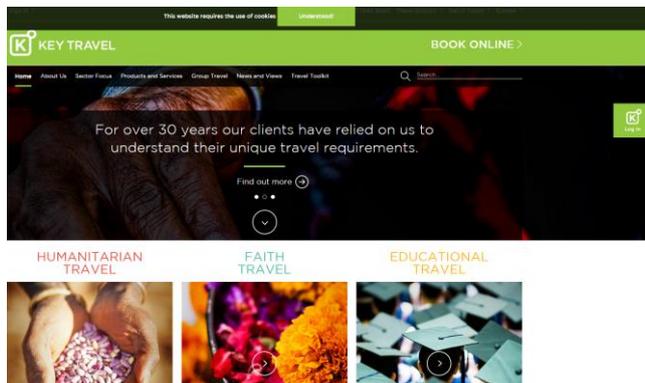
Using Key Travel, the University's travel agent:

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

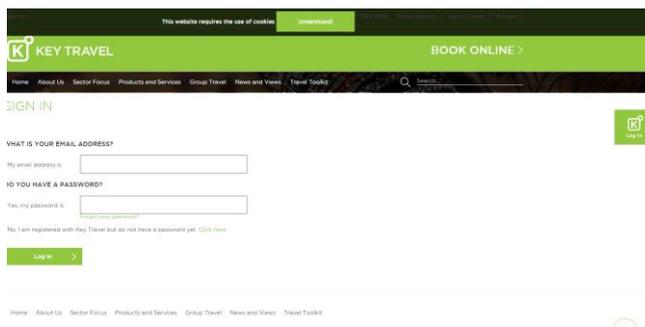
- Full name
- Job title
- Department
- University email address
- Landline contact number

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

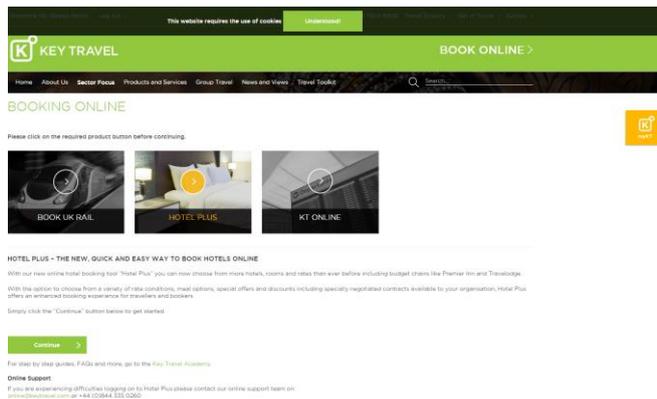
On the right-hand side of the page approx. a third of the page down you will see the log in tab.



This will take you to the sign in screen.



Once logged in go to “Book Online”. Here you now have 3 options.



1. **KT Online** is for Airline travel and Eurostar.
2. **Book Uk Rail** is for any train journeys in the uk.
3. **Hotel Plus**, instructions for using this are included in the “Hotel Booking Guide”.

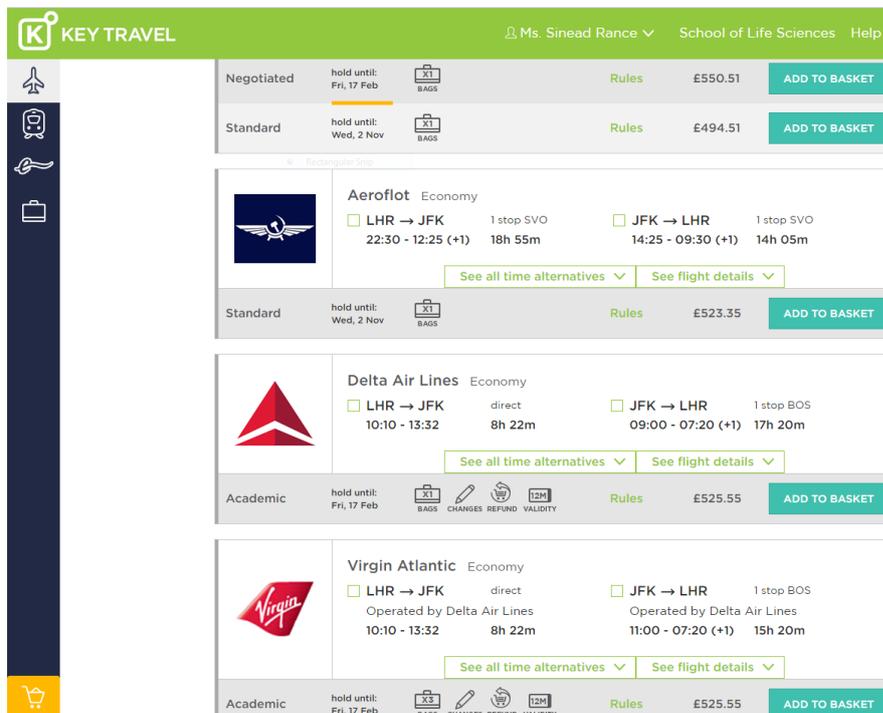
Select **KT Online**. Remember to click “continue”. The screen that now opens is where you choose either Flights or Eurostar.

If choosing to search for a flight, please enter your search criteria.

A list of flight options will appear. There are different rates listed.

- Standard: Often the cheapest but there is no flexibility with this ticket. It has to be paid for straight away and no cancellations.
- Negotiated: This may be more expensive than the standard but you will be able to hold the flight until closer to the departure date. Cancellations are allowed but with a 50% penalty.
- Academic: These are the best fares for us. They are fully flexible and can be held until close to departure date.

Also you will see within each airline quote how many bags are included etc.



Once you have selected which quote you would like to book. Click “add to basket”. Next you will need to click on the basket (bottom left hand side of the screen). Now click book or hold.

Click add traveller information. Please ensure the name you enter is exactly as it appears on the passport of the traveller. Please ignore the Redress and Known Traveller boxes.

Once the person information is entered you can now choose to hold or book the flight.

If you want to book you will need a purchase order number at this point so please arrange this on Agresso now. The price shown for your travel is including any booking fees.

For **UK Rail** travel, this takes you to the “trainline” site where you can book your train journey.

There is “Key Travel Academy” guide available on the same screen as “Book Online” if you have any questions. It is situated below the “continue” button. 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.