REGISTERING WITH KEY TRAVEL

To register simply forward your @sussex.ac.uk or @bsms.ac.uk email address to bookers@keytravel.com, along with your name, department and contact number.

BOOKING ONLINE

Log into KT Online at www.keytravel.com to book flights, worldwide hotels, UK Rail and Eurostar quickly and easily.

24/7 TRAVEL SERVICE TEAM

Tel: 0161 819 9767    Email: sussex@keytravel.com

Submit a quote request via Travel Enquiry Form

Your dedicated team is on hand to handle any offline booking enquiries, including specialist airfares, rail, hotels and ancillary services.

The team provides 24/7 service including emergency assistance.

OTHER SERVICES

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If you have any questions about your online bookings, please contact our helpdesk:
T: 0844 335 0260 or E: online@keytravel.com

The University of Sussex Team: Getting in touch

In the Key Travel ‘Training Academy’, you’ll find visual ‘How To Guides’ and short videos as well as insight and tips on travel-related matters which are important to organisations.

All you need to do is login to our website and choose Key Travel ‘Training Academy’.
**Key Travel: Get to know us**

Simplifying travel complexity for the humanitarian, faith and education sectors.

We are an international Travel Management Company (TMC) specialising in the education, humanitarian and faith sectors. We work with over 1,900 third sector organisations worldwide in 54 countries.

1,900+ clients in 54 countries worldwide

900 specialist negotiated rates at UK hotels

1000s of international hotel chains and independent properties to suit all budgets

250 staff across 7 offices in 4 countries

Pro-active crisis management

**Our services**

Supporting people and teams travelling to some of the world’s most vulnerable and remote locations often requires complex and frequently changing itineraries, as well as a constant focus on keeping travellers safe and secure. Our specialist humanitarian teams have the skills to expertly handle sensitive travel logistics, challenging destination requirements and the complex routings involved in managing this type of travel.

- Specialist airfares
- Hotels
- Rail
- Dedicated reservation agents
- Group travel
- 24 hour emergency support
- Duty of care
- Visa & passports

**Our values**

To find out more about Key Travel and our services, please contact us:
T: +44 (0)20 7843 9600 or E: tellmemore@keytravel.com  www.keytravel.com