BOOKING TRAVEL FACTSHEET

From 26th June 2018, UCL is launching a new travel management contract and online booking tool with Key Travel.

Key information is contained in this factsheet. The full guidance notes explaining UCL's travel booking and payment process through Key Travel, can be found further on in this document.

Link to booking tool:

www.ucl.ac.uk/keytravel-login

How to access:

Go to link above and log in using your UCL username and password. The tool uses Single Sign-on functionality for all UCL staff. UCL registered students can access the tool via Single Sign-on to browse travel, but cannot book; only staff can confirm bookings. Please see FAQs in full guidance notes regarding enquiry access for external visitors.

Important contacts:

- Standard booking enquiries inc refunds, cancellations & complaints: ucl@keytravel.com or 0161 819 8844
- Group Travel enquiries: groups@keytravel.com or 0161 819 8935
- Help with using the online booking tool or to report issues: online@keytravel.com or 0844 335 0260
- Key Travel 24 Hour Emergency line: +44 (0)20 7843 9602
- UCL Emergency Line: +44 (0)207 679 3333 or securitycontrol@ucl.ac.uk

Booking Options:

There are 3 ways to book travel:

- **Online** – searched & booked via booking tool, using your departmental project, task & award codes (PTA)
- **Offline to online** - services that require an agent, but can be uploaded to the booking tool for confirmation using your departmental project, task & award codes (PTA).
- **Offline** - Services that require an agent and cannot be confirmed online. These services require a UCL Purchase Order to be given at booking or can be paid via debit/credit card.

The various travel products and how to book are included in the table below:

Online (PTA)	Offline to Online (PTA)	Offline (PO or Debit/Credit Card)
• Flights	• International car hire	• International Rail
• UK Rail	• International taxis	• Conferences
• Hotels	• Ferries	• Groups and Events
• Eurostar	• Complex travel, e.g. multi leg trips	• Visas
		• Airport Parking & Transfers

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Online Confirmation and payment process:

There is a new process for booking and paying for travel that can be confirmed online without the need for purchase orders.

Please ensure you have the budget holder's permission and that you have read and understood the UCL Policy on travel at UCL Expenses Policy before booking.

Travel can be booked using your departmental budget/grant codes, i.e. UCL Org/Dept Code, Project, Task & Award. If you are unsure of your UCL departmental codes, please liaise with the Finance Officer in your department before booking.

Full details can be found in the guide below.

UCL Travel Insurance:

UCL has a Business Travel insurance policy, for further information, please visit the Insurance Webpage: https://www.ucl.ac.uk/finance/insurance/travel

UCL Off-site Working:

UCL requires the following steps to be followed for all off-site work. Please visit the off-site working webpage to complete your risk assessments and checklists prior to travelling: http://www.ucl.ac.uk/estates/safetynet/guidance/off_site/index.htm

Travel Vaccines & Health Advice:

The Occupational Health Service (OHS) is able to advise staff on all aspects of work related travel health. Please see OH Travel Advice

UCL Sustainable Travel

Please visit the UCL Sustainable Travel Webpage for details on UCL's Green Travel Plan.