**School of Earth and Environment**

**KEY TRAVEL FAQs**

**Why do we now have to use Key Travel to make international travel bookings?**

The University Executive Group has mandated that all international air, rail and sea travel on University business for both staff and PGRs must be booked through Key Travel. There is more information about that decision (and more information about Key Travel) [here](https://www.leeds.ac.uk/forstaff/news/article/6593/travelling_internationally) or see the [Travel and Subsistence Policy](http://www.leeds.ac.uk/finance/policies/expenses/travel/principles.htm).

One of the key benefits of the Key Travel system is that, for travel funded by the School, you can charge the booking directly to the relevant School account code and therefore do not need to incur the cost yourself and to request to be reimbursed via expenses. Please note that non-travel costs still need to be reclaimed via the old system of completing an expenses form and attaching receipts.

**I don’t have access the travel booking system – why not, and what can I do about this?**

The reason you may not have access is because you need to have been set up on the internal University payroll system (so, for example, anyone who has undertaken paid work such as demonstrating will be set up and have access, but anyone who hasn’t will not).

So that you can access the system, your PGRA will email [travel@leeds.ac.uk](mailto:travel@leeds.ac.uk) (the email goes to University Purchasing) providing your FirstName, LastName, DOB, email address, and your School. Access to the system will normally be set up within 48 hours.

**I have access to the travel booking system, now what do I do?**

You will have been granted **Trip Holder** access on the Key Travel system (rather than full booker access). This is because full access can only be given to salaried University staff. As a Trip Holder, you will be able to go onto the Key Travel system (or use the off-line Key Travel team - 0161 819 8911 / [leeds@keytravel.com](mailto:leeds@keytravel.com)) to search for travel and accommodation options. Once you have finalised your itinerary, you will need to send this to your supervisor (instructions on how to do so within the Key Travel booking tool are attached), who will complete the booking for you.

**To access the system**

Open the [Key Travel website](https://www.keytravel.com/uk).

Select “book online” and enter your username (University email address) and password.

Select a department: You should chose School of Earth and Environment

The landing page includes a list of links to videos and manuals.

In order to make your booking, you will need to ensure that you have the following information to hand:

1. The **account code / cost object** to charge the booking to. If you are using your RTSG account and don’t know the number, you can get this from the Faculty Finance Office by emailing [foe-finance@leeds.ac.uk](mailto:foe-finance@leeds.ac.uk), who can also advise you if you have any other queries about the account to charge.
2. The **reason for travel** – a list of available options to choose from can be found in the document called ‘Reason for Travel Guidance’ which impacts the VAT you’ll pay on travel (which could be up to 20%).  In most instances this is likely to be “Non-business research”.
3. The name of the **booker** – this will be your supervisor.
4. If the total cost of the single booking exceeds £500, you will also need to provide the name of the **authoriser** –
   1. For **SEE PGRs** this is Joanna Bowen ([J.E.Bowen@leeds.ac.uk](mailto:J.E.Bowen@leeds.ac.uk)) (with **Jared West** ([L.J.West@leeds.ac.uk](mailto:L.J.West@leeds.ac.uk) as the back-up).
   2. For **NERC DTP PGRs** this is Nigel Richards ([N.A.D.Richards@leeds.ac.uk](mailto:N.A.D.Richards@leeds.ac.uk)) (with **Sebastian Rost** ([S.Rost@leeds.ac.uk](mailto:S.Rost@leeds.ac.uk)) as the back-up).

Please ensure that your bookings are within the University’s finance guidelines on travel and accommodation expenditure (use the links on the right-hand side for specific guidance), outlined [here](https://www.leeds.ac.uk/finance/policies/expenses/travel/principles.htm).

For rail tickets, please use the free ticket collection optionsrather than postage, including mobile tickets (on your phone), A4 print out tickets (where available) or station / campus collection. The campus rail ticket printer is in the Print and Copy Bureau (Level 6 Roger Stevens). In order to use mobile tickets for rail travel, you will need a smartphone to download the trainline app.

**Price Matching**

Key Travel will match any genuine quote.  All and any genuine quote can be price matched on flights.  Rail data pulls through to Key Travel directly from Trainline.com.  Hotel data is from numerous sources including **bookings.com**.  Key Travel should be able to equal or better all travel quotes you have.  The only exception to this is hotel accommodation which is directly related to a conference or has been subsidised/negotiated as part of an event.  If you do find variances to this service promise, please let Joanna Bowen know so that this can be reported back to the University’s Purchasing Team to be reviewed/investigated.