



KT Online User guide

How to search and hold online






Important things to note

- Prices are not guaranteed until the ticket is issued
- To hold a booking, proceed to checkout and follow the 'hold' process
- Please ensure the authorised booker is available to complete the transaction by the ticket deadline
- Only certain products can be held
- Confirmation and tickets will be emailed to the authorised booker with the option to cc the traveller.
- The department entered on the invoice will be the one associated to the authorised booker.



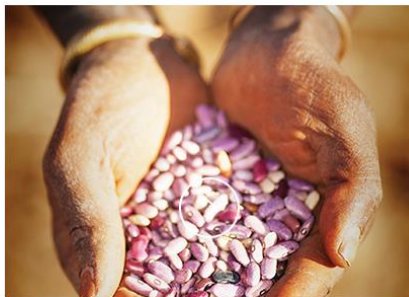


Welcome to Key Travel. Simplifying travel complexity for the humanitarian, faith and education sectors.

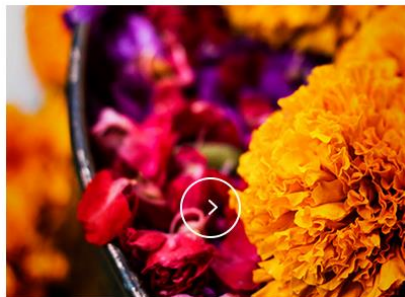
Find out more 



HUMANITARIAN TRAVEL



FAITH TRAVEL



EDUCATIONAL TRAVEL



- Go to www.keytravel.com
- Click 'Login'





SIGN IN

EXISTING ONLINE USER

Please login with your existing email address and password:

Email

Password

Password

[Log In](#)

[Forgot Password?](#)

NEW ONLINE USER / PASSWORD RESET

This service is available to all those who have registered with Key Travel and have yet to create a login password or those who require their password to be reset.

Enter your registered email address

Email

[Request new password](#)

*An email will be sent to you within a few moments. Please follow the instructions in the email to create a password and login to the Key Travel website.

LOGIN SUPPORT AND ASSISTANCE

If you have not registered as a booker with Key Travel, please send your name, organisation, department, telephone number and email address to bookers@keytravel.com (customer policy permissions may apply).

Important things to note when logging in

- You must use the email address you registered with. If you want to check this, please contact the online help team (details below)
- All new users must create a password. Please do so in the 'New online user/Password reset' section
- USA customers should default to viewing the USA version of our website. Please ensure the website shows 'USA' on the top right hand side

Helpful guides and videos

[Watch this video](#) to see how to login for the first time.

Online support team

If you have any questions, please contact our online support team on:

 +44 (0) 844 335 0260

 online@keytravel.com



Log In

- Enter your registered email address and password
- If you are logging in for the first time, please create a password





My Travel

[Book Online](#)

[Profile Manager](#)

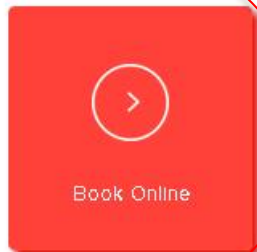
[Training Academy](#)

[My Contacts](#)

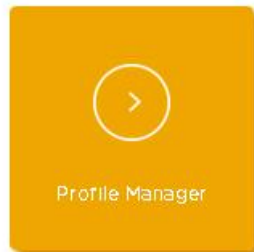
[Groups and Tours](#)

[Change Password](#)

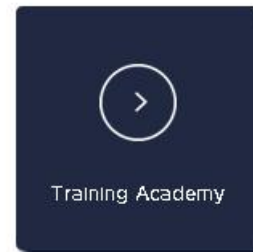
[Visa Database](#)



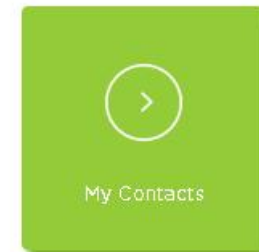
Book Online



Profile Manager



Training Academy



My Contacts

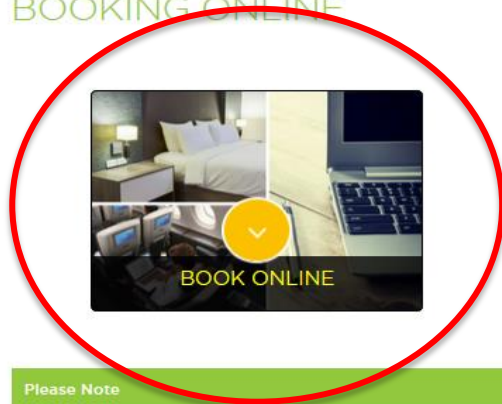
We are Europe's leading travel management company dedicated to serving the travel requirements of the not-for-profit, academic and faith sectors. Our mission is to help organisations maximise the value of their travel budget and manage staff welfare through effective travel solutions.

- Once logged in you have access to go Online, create and manage Traveller Profiles via 'Profile Manager' and check visa application requirements via our Visa database
- Click 'Book Online' to proceed





BOOKING ONLINE



Please Note

Air Berlin: IATA has deactivated Air Berlin with immediate effect, in accordance with the provisions in Resolution 850 Section 14. Fares have been removed from KT Online.

Alitalia: fares have been removed from KT Online as this airline is in financial difficulty, having applied for extraordinary administration under Italian law. Key Travel do not recommend you travel with this carrier, however should you still wish to do so, please book via your dedicated reservations team. Please note that Key Travel will not be held responsible if Alitalia cease trading before your travel is complete, and is not responsible for any financial costs or consequential loss should they fail.

Jet2 / Thomson: we are experiencing technical difficulties with these airlines, and they are not currently available to book online. Please book via your dedicated reservations team.



UNIVERSITY OF LEEDS


- [Click here](#) to review the bookers guide
- [Click here](#) to review the approvals guide
- [Click here](#) to review the VAT guide
- [Click here](#) for UoL's financial procedures T&S policy
- [Click here](#) for UoL's expense rates
- [Click here](#) to watch how to book flights and hotels online
- [Click here](#) to watch how to book Rail online

Continue >

- To access the tool click 'KT Online' and click 'Continue'





 **FLIGHTS SEARCH**

Round trip One way Multiple stops

From

To

Depart date

Depart time

Return date

Return time

Travellers

[More search options](#)

Previous searches


London (LON), GB ↔ Belfast (BFS), GB 16 Nov - 21 Nov (1 seat)	>
London (LON), GB ↔ Belfast (BHD), GB 11 Nov - 13 Nov (1 seat)	>
London (LON), GB ↔ Belfast (BFS), GB 11 Nov - 13 Nov (1 seat)	>

[See more searches](#)

- This is your home page
- Select the product in the panel shown
- To view all your online trips go to the suitcase icon on the left-hand side





 **FLIGHTS SEARCH**

Round trip One way Multiple stops

From:

To:

Departure:

Return:

Departing Arriving Departing Arriving

Travellers:

[Less search options ^](#)

Cabin class: Preferred Airlines:

Nearby airports Direct flights only

Exclude Eurostar options

Previous searches

- London (LHR), GB ↔ New York (NYC), US
20 Mar - 24 Mar (1 seat) >
- London (LON), GB ↔ New York (NYC), US
20 Mar - 24 Mar (1 seat) >
- London (LON), GB ↔ New York (NYC), US
20 Mar - 24 Mar (1 seat) >

[See more searches](#)

- The default search is for 'Round' trips. One-way and multiple stops can be selected
- Enter your flight details into the search fields and click 'Find Flights'
- The 'more search options' section contains the option to select 'Direct flights' or 'Nearby Airports'
- Click 'find flights' to proceed





Leeds, GB ⇄ New York, US

Tue, 06 Mar — Tue, 13 Mar 1 traveller(s)

EDIT

1 FLIGHTS



Filters

Reset to Default

Stops

- 1 Stop
- 2+ Stops

Price



Airlines

select all

- Aer Lingus
- Air France
- American Airlines
- British Airways
- Delta Air Lines

show more options

Duration

	British Airways	Finnair	American Airlines				
	Aca	Negot.	Stand.	Negot.	Stand.	Aca	Stand.
Non-stop	—	—	—	—	—	—	—
1+ Stops	£455.50	£450.49	£450.50	£455.10	£450.50	£455.50	£450.50

Group by Price

Expand Alternatives



British Airways
Economy



14:05

LBA

1 stop LHR
10h 25m

JFK

19:30

Alternatives



British Airways
Economy



00:15

JFK

1 stop LHR
14h 20m

LBA

18:35

Alternatives



Academic

hold until:
Thu, 11 Jan



CHANGES

Rules £468.50

ADD TO BASKET

- The fare grid contains all available airlines comparing different contract types including specialist fares
- Each fare type will display icons to show the most flexible conditions. These include hold deadline dates, changes and refunds and ticket validities
- Add option(s) into your basket to proceed





HOTELS SEARCH



Location

Leeds, United Kingdom



Dates

05/03/2018



06/03/2018



Number of rooms

1 room



Occupants per room

1 occupant



Hotel Name

Optional

FIND HOTELS

Previous searches

Leeds, United Kingdom

05 Mar - 06 Mar



The Bonham Hotel, Drumsheugh Gardens, Edinburgh,
United Kingdom

11 Jan - 12 Jan



Leeds, United Kingdom

11 Jan - 12 Jan



[See more searches](#)

- Go to the hotel search page by clicking the relevant icon or from your basket
- Enter the location, post code, landmark or hotel name
- Click 'Find hotels' to proceed





Hotel results

KEY TRAVEL Mr. Key Booker FMH - Faculty Office - HBC Help

Leeds, GB 1 night edit > **66 HOTELS** VIEW MAP
05 Mar - 06 Mar 1 guest per room (1 room) £28.00 - £295.00 PER NIGHT

Location Any









Stars

- 5 ★★★★★
- 4 ★★★★★
- 3 ★★★★★
- 2 ★★★★★

Total Price (£) 28 - 295

Hotel Name or Brand

SORT RESULTS BY: Distance: nearest Star rating Price

	The Queens Hotel ★★★★★   City Square, Leeds, LS1 1PJ, United Kingdom (0.32 mi from reference point)	£67.50 1 night(s) £67.50 avg. per night  All rates
	DoubleTree by Hilton Hotel Leeds City Centre ★★★★★   Granary Wharf 2 Wharf Approach, Leeds, LS1 4BR, United Kingdom (0.5 mi from reference point)	£84.15 1 night(s) £84.15 avg. per night  All rates

- Use the map and filters to find the required hotel
- Add option(s) into your basket to proceed





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UK RAIL SEARCH

Round trip One way

From
City, Train Station...

To
City, Train Station...

Departure Departing Arriving
15/12/2017 13 15

Open Return

Return Departing Arriving
Date 00 00

Travellers
1 Adult

[More search options](#)

FIND TRAINS

Previous searches

Leeds (LDS) ↔ London Kings Cross (KGX) 10 Jan - 10 Jan (1 seat)	>
Barking (BKG) ↔ London Kings Cross (KGX) 10 Jan - 10 Jan (1 seat)	>
Leeds (LDS) ↔ London Kings Cross (KGX) 10 Jan - 10 Jan (1 seat)	>

[See more searches](#)

- Go to the Rail search page by clicking the relevant icon or from your basket
- Enter the details and expand 'More search options' to add railcards and avoid routes
- Click 'Find trains' to proceed





Leeds (LDS) ⇄ London Kings Cross (KGX) [edit >](#) **UK RAIL**
 Wednesday, 10 Jan 2018 — Wednesday, 10 Ja... 1 traveller(s)

Depart
Wednesday, 10 Jan 2018
Leeds (LDS) to
London Kings Cross (KGX)

[< EARLIER](#) [LATER >](#)

Depart	LDS 08:45	LDS 09:16	LDS 09:45	LDS 10:15
Arrive	KGX 10:59	KGX 11:28	KGX 11:58	KGX 12:28
Duration	2h 14m	2h 12m	2h 13m	2h 13m
Changes	0	0	0	0

Return
Wednesday, 10 Jan 2018
London Kings Cross (KGX) to
Leeds (LDS)

[< EARLIER](#) [LATER >](#)

Depart	KGX 17:59	KGX 18:03	KGX 18:33	KGX 19:03
Arrive	LDS 22:18	LDS 20:21	LDS 20:52	LDS 21:17
Duration	4h 19m	2h 18m	2h 19m	2h 14m
Changes	1	0	0	0

Cheapest Standard Single	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/> Cheapest	<input type="radio"/>	<input checked="" type="radio"/> Cheapest	<input checked="" type="radio"/> Cheapest	<input checked="" type="radio"/> Cheapest
	£ 80.50	£ 54.00	£ 44.00	£ 29.00	£ 50.00	£ 44.00	£ 44.00	£ 44.00
Cheapest First Class Single	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	£ 107.50	£ 67.00	£ 55.00	£ 55.00	£ 71.00	£ 94.50	£ 84.00	£ 67.00

[View all single tickets v](#)

Super Off-Peak Return Selected off-peak trains. Return within 1 month.	£ 110.00	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
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- Hover and click in the relevant areas for details on routes, duration & conditions
- Rail trips can be held for up to 24 hours (if not booked with other products)
- Add option(s) into your basket to proceed







Leeds, United Kingdom 1 night [edit >](#) 66 HOTELS [VIEW MAP](#)
05 Mar - 06 Mar 1 guest per room (1 room) £28.00 - £295.00 PER NIGHT

Location [Location](#) [SORT RESULTS BY:](#) Distance: nearest [Star rating](#) [Price](#)

Any [Stars](#)

 [HIDE](#)

BASKET [clear basket](#)

 British Airways	1 seat	£468.50 X
Tue, 6 Mar 14:05 - 19:30 Leeds, GB (LBA) → New York, US (JFK)		
Tue, 13 Mar 00:15 - 18:35 New York, US (JFK) → Leeds, GB (LBA)		
 Leeds	1 room 1 night	£67.50 X
Mon, 5 Mar The Queens Hotel — Standard Single Room		
 UK Rail	1 seat	£85.70 X
Wed, 10 Jan 10:15 - 12:28 Leeds (LDS) → London Kings Cross (KGX)		
Wed, 10 Jan 18:03 - 20:21 London Kings Cross (KGX) → Leeds (LDS)		
 ALL DAY TRAVELCARD LONDON ZONES 1-4 Peak		

[ADD A HOTEL](#) [ADD A FLIGHT](#) [ADD A TRAIN](#) [SAVE QUOTE](#) [SEND QUOTE](#) [BOOK OR HOLD](#)

- Multiple items can be added into the basket including more than 1 product and multiple options
- Use the 'send quote' function to send the quote to an authorised booker
- To 'hold' an option click 'Book or Hold' (not all items can be held)





Send a quote (not held)



KEY TRAVEL Mr. Key Booker FMH - Faculty Office - HBC Help

TRIP TO NEW YORK | ID:296533

Quote
All prices are subject to price fluctuations until ticket issue

[BOOK or HOLD](#) [verify](#) [share](#) [print](#) [cancel trip](#)

SHARE

To share this itinerary as 'read only', please search for a user/s or enter the name or email address of the person/s you wish to send it to

Enter a cover note here if you would like to explain the options

[SEND](#) [CANCEL](#)

1. (Adult) Traveller information: ⚠ Incomplete [✉](#) [✎](#)

	Leeds → New York → Leeds	1 seat	Tue, 6 Mar - Tue, 13 Mar
	Tue, 6 Mar LBA → LHR	1h 10m	81.8kg CO ₂ e 173 mi
Depart: Tue, 14:05	Leeds Bradford International Airport (LBA) GB,	British Airways - BA1343	
Arrive: Tue, 15:15	London Heathrow Airport (LHR) GB, 5	(Economy) Airbus A319 319	

- To send a quote, you will be automatically taken to the 'share' option
- You can enter a cover note with useful information for the booker
- Enter the name or email address of the authorised booker in the 'search users' field and click the '+' button
- Click 'send to proceed'



'Hold' a trip



CHECKOUT



This Trip has been saved as a quote: **Trip ID:150704**



TRAVELLERS

1. Mrs Rebecca Lovell

✓ Complete



BOOK

HOLD

ITINERARY



London → Newark → London

1 seat Mon, 20 Mar - Sat, 25 Mar



Mon, 20 Mar

LHR → EWR

8h 05m 1826.5kg CO₂e

Depart: Mon, 16:05

London Heathrow Airport (LHR) GB, 3

Arrive: Mon, 20:10

Newark Liberty International Airport (EWR) US, B
Virgin Atlantic - Flight VS1
(Economy) Airbus A330-300 333



Fri, 24 Mar

EWR → LHR

6h 50m 1826.5kg CO₂e

Depart: Fri, 22:20

Newark Liberty International Airport (EWR) US, B

Arrive: Sat, 09:10

London Heathrow Airport (LHR) GB, 3
Virgin Atlantic - Flight VS2
(Economy) Airbus A330-300 333

- Accessing the 'checkout' screen can be done from the basket or the Trips folder
- Traveller names are required and can be added manually or selected from a profile
- The 'Hold' button will activate if you have an option which can be held
- If the option cannot be held click on the Trip ID and send the quote to an authorised booker





Hold a trip cont...



HOLD

TRAVELLER ALLOCATION

Virgin Atlantic
LHR - EWR - LHR

Hold until Fri, 17 Mar

*Items which cannot be held will be saved in your itinerary. We recommend items not held are reviewed and booked as soon as possible to guarantee availability

PROVIDE REASONS FOR YOUR CHOICE

Reason for not selecting the lowest fare

REVIEW TERMS AND CONDITIONS

Airlines stipulate that the traveller names given must be spelt exactly as they appear on the traveller's passport and reserve the right to prevent boarding for any discrepancies. It is the responsibility of the customer to ensure the accuracy of the data provided.

Please check that your traveller(s) has a valid passport and visa for the trip. Passports should be valid for 6 months after the return

Mon, 20 Mar LHR → EWR 8h 05m 1826.5kg CO₂e

Depart: Mon, 16:05 London Heathrow Airport (LHR) GB, 3
Arrive: Mon, 20:10 Newark Liberty International Airport (EWR) US, B
Virgin Atlantic - Flight VS1
(Economy) Airbus A330-300 333

Fri, 24 Mar EWR → LHR 6h 50m 1826.5kg CO₂e

Depart: Fri, 22:20 Newark Liberty International Airport (EWR) US, B
Arrive: Sat, 09:10 London Heathrow Airport (LHR) GB, 3
Virgin Atlantic - Flight VS2
(Economy) Airbus A330-300 333

Quote

Rules Humanitarian Fare

£552.37

Airfare: £185.00
Airline taxes & fees: £367.37
Booking fee: £0.00
(£0.00 per person)

Please ensure travellers names are spelt exactly as per their passport

AGREE AND HOLD

CANCEL

- The hold section will confirm the items which can be held and will specify the deadline
- Visit our Visa Database (www.keytravel.com) for access to visa application information
- To hold, please click 'Agree and hold'





Confirm a held trip

KEY TRAVEL Ms. Rebecca Lovell KT Charity Help

TRIPS

Search by:

Filter by: **Trip Status** **Date range** Include past trips

Trip Status	Trip ID	Travellers	Travel date	Itinerary	Products	Current stage	Trip cost
Held 116 days left	150704	1. Rebecca Lovell	20/03/2017	London → Newark → London			£552.37
Quote	150702		20/03/2017	London → Newark → London			£552.37
Held 116 days left	149855	1. Rebecca Lovell	20/03/2017	London → Newark → London			£622.17

- The trip should be sent to an authorised booker in order for the trip to be confirmed
- To access the trip, click on the Trips folder
- Click on the relevant trip you want to send





Send for authorisation cont...

KEY TRAVEL Mr. Key Booker FMH - Faculty Office - HBC Help

TRIP TO NEW YORK | ID:296533 Quote
All prices are subject to price fluctuations until ticket issue

[BOOK or HOLD](#) [verify](#) [share](#) [print](#) [cancel trip](#)

SHARE
To share this itinerary as 'read only', please search for a user/s or enter the name or email address of the person/s you wish to send it to

Enter a cover note here if you would like to explain the options

[SEND](#) [CANCEL](#)

1. (Adult) Traveller information: ! Incomplete [✉](#) [✎](#)

Leeds → New York → Leeds 1 seat Tue, 6 Mar - Tue, 13 Mar

	Tue, 6 Mar	LBA → LHR	1h 10m	81.8kg CO ₂ e	173 mi
Depart:	Tue, 14:05	Leeds Bradford International Airport (LBA) GB,		British Airways - BA1343	
Arrive:	Tue, 15:15	London Heathrow Airport (LHR) GB, 5		(Economy) Airbus A319 319	

- Click 'Share' and add a cover note to the booker in the relevant box
- You can enter a cover note with useful information for the booker
- Enter the name or email address of the authorised booker in the 'search users' field and click the '+' button
- Click 'send' (the booker will proceed to book and contact you if required)





Authorised booker actions



Receive email request



From: Key Travel [donotreply@keytravel.com] Sent: Mon 21/11/2016 10:00
To: @AtriiDemoMasterLogins-UK
Cc:
Subject: Shared itinerary for Newark, Trip 150704




Ms. Rebecca Lovell has shared the itinerary for [Trip 150704](#) to Newark with you.

Kind Regards,
Key Travel



- Click on the Trip ID link to view the details





Login to proceed



TRIP TO NEWARK | ID:150704

Held

All prices are subject to price fluctuations until ticket issue

share print

request change cancel trip

1. Mrs Rebecca Lovell

Traveller information: ✔ Complete



	Mon, 20 Mar	LHR → EWR	8h 05m	1826.5kg CO ₂ e	3,460 mi
Depart:	Mon, 16:05	London Heathrow Airport (LHR) GB, 3		Virgin Atlantic - VS1	
Arrive:	Mon, 20:10	Newark Liberty International Airport (EWR) US, B		(Economy) Airbus A330-300 333	
	Fri, 24 Mar	EWR → LHR	6h 50m	1826.5kg CO ₂ e	3,460 mi
Depart:	Fri, 22:20	Newark Liberty International Airport (EWR) US, B		Virgin Atlantic - VS2	
Arrive:	Sat, 09:10	London Heathrow Airport (LHR) GB, 3		(Economy) Airbus A330-300 333	
Held		Rules	Humanitarian Fare	Hold until Fri, 17 Mar	£552.37

Created by: Rebecca Lovell 21/11/2016
Last edited by: Rebecca Lovell (Key Travel) 21/11/2016

Total £552.37

*Taxes and services fees may be charged locally

- To confirm the trip click 'Book or Hold'. If this button is not showing and you can only see 'share', this means you are not logged in. To login, click on the trips folder (suitcase) icon and follow the instructions





Confirm the trip

TRIP TO NEWARK | ID:150704

Held

All prices are subject to price fluctuations until ticket issue

BOOK or HOLD



1. Mrs Rebecca Lovell

Traveller information: ✓ Complete



London → Newark → London

1 seat

Mon, 20 Mar - Fri, 24 Mar



Mon, 20 Mar

LHR → EWR

8h 05m

1826.5kg CO₂e

3,460 mi

Depart: Mon, 16:05 London Heathrow Airport (LHR) GB, 3

Virgin Atlantic - VS1

Arrive: Mon, 20:10 Newark Liberty International Airport (EWR) US, B

(Economy) Airbus A330-300 333



Fri, 24 Mar

EWR → LHR

6h 50m

1826.5kg CO₂e

3,460 mi

Depart: Fri, 22:20 Newark Liberty International Airport (EWR) US, B

Virgin Atlantic - VS2

Arrive: Sat, 09:10 London Heathrow Airport (LHR) GB, 3

(Economy) Airbus A330-300 333

Held



Rules

Charity Fare

Hold until Fri, 17 Mar



£552.37

- Once logged in, go to the trip and click 'Book or hold'
- Complete the details in the checkout screen to confirm the booking





THANK YOU

If you require further training please refer to the KT Online guides located on Key Travel's website or contact your Account Manager.

Remember for technical assistance contact our helpdesk on 0844 335 0260 or at online@keytravel.com