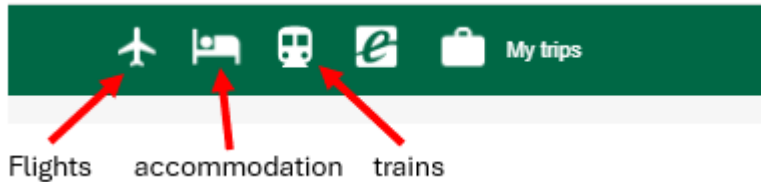
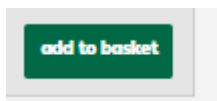


Booking Conference and Research Travel via the Key Travel Portal

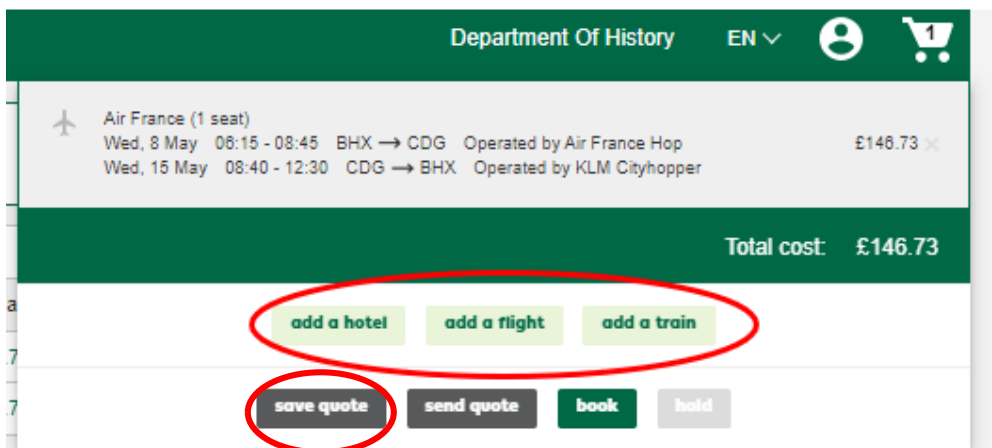
- After receiving a notification that they have been granted access to the Key Travel Portal, students should go to <https://www.keytravel.com/> and log in using their University PGR student email address and follow the steps on screen.
- After logging in, search for available options using the functions below:



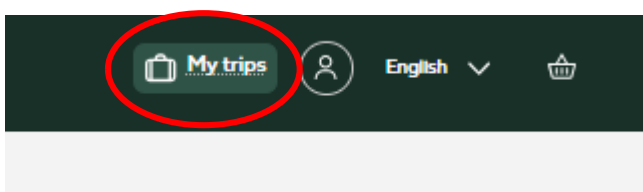
- For flights, there are various useful filters down the left-hand side of the page after searching for the dates and locations.
- Remember to account for your baggage, as the baggage filter is further down the list, and many of the cheaper flights don't include it as standard. Alternatively, students can purchase additional baggage after the flight is booked and claim back the costs via expenses, but it would be worth checking the prices with the airline first to see which option is more affordable.
- Once students have identified their preferred flight, or accommodation, click the “add to basket button”



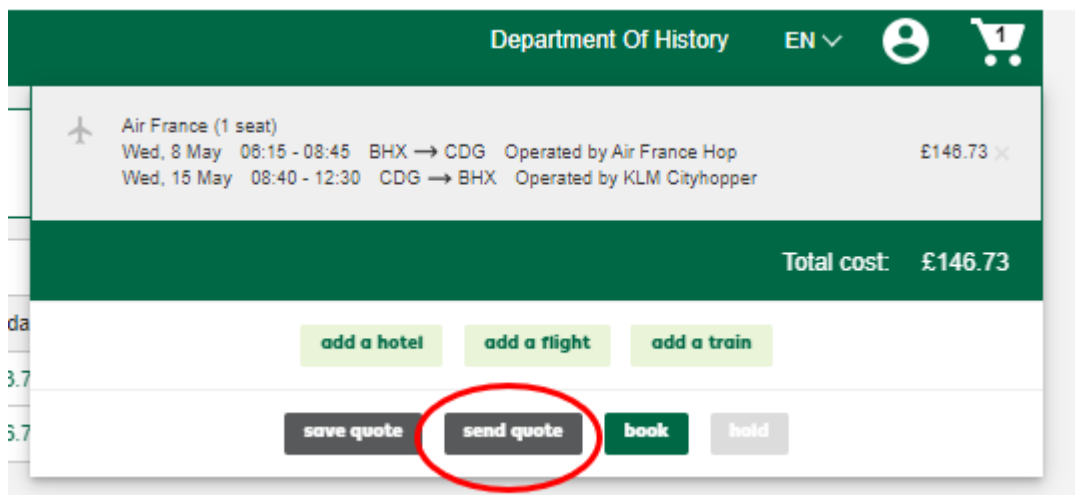
- At this point, you can then add transport or accommodation to your trip itinerary using the options highlighted below:



- For accommodation, I always recommend checking the reviews of the available Key Travel options via **booking.com** to help pick your preferred hotel. Many different rates are available for each property, so have a look at the options to pick the most suitable room and rate for your needs.
- Students can choose to “save quote” for later if they are doing research of the costs for a funding application. Any saved trips will be stored in your “My Trips” tab at the top of the screen. Note that prices do fluctuate on Key Travel, particularly for flights:



- Once students are happy with their itinerary and ready to book, use the “send quote” option to share the itinerary with me:



- Please use the pghistoryoffice@warwick.ac.uk email address (click the + icon to add the email address).
- Next, click on the pencil icon on the right hand side to add your traveller profile details and “save”. If you have booked before, you can search for your traveller profile and the information will autofill, **but please check with each booking that all details are completely accurate and up to date.**

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 want to send it to

A research [trip to xxxxx in Paris, funded by HRC award / History PG Research Fund / M4C cost code etc....

Search users

1. (Adult) Traveller information: ⚠ Incomplete

Search for traveller profile

Title	First name	Middle name(optional)	Surname
<input type="text" value="..."/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Email Address	Mobile phone number	Known traveller	Redress number
<input type="text"/>	<input type="text" value="..."/>	<input type="text"/>	<input type="text"/>
Gender	Date of birth		
<input type="text" value="..."/>	<input type="text"/> <input type="button" value="📅"/>		
⚠ Travellers name must match the name on their passport			
Airline <input type="button" value="🔍"/>	Frequent Flyer Number		<input type="button" value="add"/>
<input type="text"/>	<input type="text"/>		
<input type="button" value="save"/>		<input type="button" value="cancel"/>	

- In the free text box at the top, please include a brief summary of the reason for your trip, and which fund will be covering the costs.

- The “Known traveller” and “Redress number” boxes relate to Homeland Security checks on visits to the USA. Please see the following information if you think that you may need to include this information:
 - <https://www.dhs.gov/redress-control-numbers>
 - <https://www.tsa.gov/travel/frequently-asked-questions/what-known-traveler-number-ktn>
- Clicking “send” will email me your approved itinerary so that I can check that the appropriate Declaration forms have been completed, set up a purchase order to the relevant fund, and confirm the booking.
- **Please remember, that I cannot make any Key Travel bookings for travel outside of the UK without prior completion of the Travel Declaration form, which should include an upload, if required, of an approved Pre-Travel Risk Assessment.** Please see <https://warwick.ac.uk/fac/arts/history/students/research/pgtravel/> for information.

Please contact me if you need any help navigating the system, and I really hope that this make life a bit easier for all of you!