

EUTOPIA Travel Booking Standard Operating Procedure

	Process Step	Owner	Follow-up actions
1	Request Approval to Travel	EUTOPIA Fellow	<p>Fellows need to contact their programme manager for approval if they want to travel.</p> <p>LPM – Dr Katie Reynolds</p> <p>This must be done at least 3 weeks before the requested travel date.</p>
2	Business Travel Protocols	EUTOPIA Fellow	<p>Please check the Business Travel Processes and Procedures. Please follow the procedures for overseas travel before making any travel bookings.</p>
3	Export Control Approval	EUTOPIA Fellow	<p>All Warwick staff and students are required to have Export Control approval to travel abroad.</p> <p>Fellows are required to have export control approval before booking any travel only when travelling abroad.</p>
4	Booking Travel	EUTOPIA Fellow	<p>KeyTravel should be used for all travel and accommodation bookings.</p> <p>If the booking is under £1,000 for Europe and £500 for non-European countries, fellows can book travel and accommodation, but the booking must comply with the University's Financial Regulations. The IAS will not be able to reimburse any booking that does not comply with FinRegs.</p> <p>We strongly advise that all travel and accommodation bookings go through KeyTravel. Please see the One-Off Accommodation SOP if you require accommodation that KeyTravel cannot provide.</p>

			Please check if your travel requires additional visas before booking travel.
5	KeyTravel Booking	EUTOPIA Fellow	<p>For Keytravel bookings, fellows must use KeyTravel Online to create their travel booking quote and share it with the LPM and Admin Assistant.</p> <p>LPM – Dr Katie Reynolds Admin Assistant – Abbie Pritchard</p> <p>If KeyTravel online is not working, quotes can be generated through the reservations team, warwick@keytravel.com.</p>
6	Approval of Travel Booking	LPM and Administrative Assistant	<p>Once the LPM and Admin Assistant have received your quote, if they are happy with it they will approve it.</p> <p>LPM – Dr Katie Reynolds Admin Assistant – Abbie Pritchard</p> <p>Bookings made by the reservation team will need to be sent to the LPM and Admin Assistant for approval.</p>
7	Travel Tickets	EUTOPIA Fellow	<p>KeyTravel will issue the tickets to the fellow.</p> <p>Please note it's the fellow's responsibility to check tickets and accommodation vouchers received before proceeding with their journey. Please also check all the details on the confirmation received are correct.</p>
8	Pre-Departure	EUTOPIA Fellow	<p>Ensure you have all your travel tickets and documentation before departing to the airport or train station.</p>

		<p>Download the Solace App, which has the university insurance information.</p> <p>Fellows are responsible for checking in online.</p> <p>Do not head to the airport/station without a ticket.</p> <p>The IAS will not cover any last-minute ticket purchases if fellows arrive without a ticket at the airport/station.</p>
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