

BOOKING TRAVEL?

The University's preferred supplier for all your travel needs is **Key Travel**. They provide competitive rates for all staff and students of the University, plus a host of benefits including cancellation and amendments, extra baggage, emergency support and more.

First step : Register with Key Travel

Go to <https://www.keytravel.com/uk/my-travel/booking-online>

Follow the instructions under Login Support and Assistance (an email to cambridge@keytravel.com giving all requested information including your 2 digit department code).

By registering, it will allow Key Travel to build your **profile** which will enable you to request quotes for your travel needs.

Key Travel will **email you** to confirm once you are set up on their site. You will then need to go to the above link again to carry out a **password reset**.



How do I get a quote for my journey?

To obtain a travel quotation for staff and/or students you will need to do the following:

- Once you have your login details from the first step above, login and choose to **BOOK ONLINE**
- Select the type of travel required and tailor your requirements via the easy-to-use forms.
- You will receive a quote which you can hold, share or confirm straight away.
- If you wish to book travel for larger groups, have complex requirements or your request is urgent please call **0161 819 9769**.

Once you have received the quotation...

- Upon receiving the quotation, if you are satisfied with it, you will need to raise a detailed non-catalog requisition in iProcurement. Your non-catalog request should include the quote reference number.
- You must get an **approved Purchase Order number** from this requisition before you can confirm the booking.
- You are able to "hold" rail and air (but not hotel) bookings until you have this — you can then use it to confirm the booking .
- Key Travel will invoice you on completion of the booking.

Travelling Abroad? Don't forget our free Travel Insurance

The University provides travel insurance for employees of Cambridge University and its subsidiary companies whilst travelling abroad on University of Cambridge business, and also for members of supervised departmental fieldtrips for graduate students.

Currently **no charge** is made for this cover, the costs will be met by the University's insurance budget. However, employees and departments (in the case of fieldtrips) must register for their trip before travelling using the appropriate application process.

Employees : <http://www.insurance.admin.cam.ac.uk/travel-insurance/travel-insurance-employees>

Departmental Fieldtrips: <http://www.insurance.admin.cam.ac.uk/travel-insurance/departmental-field-trips>

The website below provides more in-depth information relating to travel expenses within the university:
<https://www.finance.admin.cam.ac.uk/policy-and-procedures/financial-procedures/chapter-5b-expenses-benefits/travel-university-employees>