

## Guidance for Key Travel

<https://www.procurement.admin.cam.ac.uk/suppliers/travel-and-accommodation>

Key Travel is the University's preferred supplier for travel services. It provides a range of travel services to the University including:

- Air travel (Long and Short Haul)
- Train travel (UK, Eurostar and now European train travel)
- Hotel bookings
- Visa enquiries
- Group travel bookings
- Support for travellers

Key Travel provides support for travellers who book through them. In the event of an emergency, Key Travel is able to contact travellers anywhere in the world to make alternative travel arrangements and keep travellers safe.

By using Key Travel, we're able to review travel data across the University. This will help us to identify travel patterns, reduce cost and identify where environmental impacts of travel can be improved. Key Travel provides carbon emissions data more accurately than independent bookings can provide. Carbon emissions data is required so that the University can measure how effective the University's Guidelines for Sustainable Business Travel and Carbon Offsetting Policy are.

### **Setting up your Key Travel account**

Before you use Key Travel for the first time, you'll need to request approval from your line manager to use the service. Once confirmed, please email Key Travel using [bookers@keytravel.com](mailto:bookers@keytravel.com) and provide the following information:

- Your full name
- Your email address
- Your job title
- A contact number (ideally your University mobile if you have one)
- The name of your department – Department of Applied Mathematics & Theoretical Physics
- Your two-letter department code – this is **LE**

Alternatively, some of the Group Coordinators/Secretaries can make a booking on your behalf.

Students – please ensure that your travel has been approved (via the pre-travel form process).

A **Purchase Order number** is required to check-out. If your group Coordinator/Secretary cannot raise a PO for you, then please send a screen shot of the quote details or share the quote (link) to [finance@damtp.cam.ac.uk](mailto:finance@damtp.cam.ac.uk) and we can raise a purchase order for you.

Please include details of which **grant/ cost code** to charge the expenditure to.

Key Travel will invoice the department direct using the purchase order number.