



Key Travel Online is the only online booking tool designed to bring dedicated humanitarian and academic sector content directly to the booker.

Key Travel Online

An online booking tool designed to bring you dedicated sector specific content, a simple integrated approval process, and seamless communications between the booker, traveller and travel approver; all packaged in an easy and intuitive interface.

What is Key Travel Online

Key Travel Online is the only online booking tool designed to bring dedicated humanitarian and academic sector content, usually only available via a Business Travel Consultant, directly to the booker.

Expertly designed in-house and through extensive consultation with our unique humanitarian and academic client base, the tool makes finding the best fares and conditions easy. Reducing administration and approval effort by up to 30%.

Unique Air Fare Display

Traditional fare displays focus on the cost of a ticket, making it difficult to make a decision that factors in the associated conditions and flexibility too. With Key Travel Online this is different.

Our unique fare search result summary displays top options for:

- Specialist Humanitarian/Academic fares
- Negotiated Contracts
- Standard Public fares

Together with the associated conditions relating to:

- Hold period
- Luggage allowance
- Permitted changes and cancellations
- Validity of the ticket

What difference does the new fare display make?

Most 'fare displays' display fares in ascending order which is great when price is your sole decision making factor. However, we know that for the humanitarian and academic sectors, flexibility is also of vital importance. Presenting flights in this way makes it easier to make an effective comparison of the holistic value of the fare.

Other unique features include:

Flight hold function

Access the same 'Hold' windows made available to Business Travel Consultants - in the case of specialist humanitarian and academic airfares this can be up to 9 months in advance of travel, without commitment to book until 24 hours before travel.



This unique feature provides you with increased control and fare transparency, streamlining the approval process and ensuring you secure the best fare.

The Basket

Add multiple trip options within the 'Basket' and email them directly to the traveller to review in one simple screen.

Profile Integration

Save time and increase accuracy with peace of mind that completed traveller profile data is fully integrated within the tool.

24/7 Access

Search, hold, share, approve and book travel when it suits you.

Responsive Design

Whether you choose to login via your phone, desktop or tablet, the tool has been optimised to work on all 3 platforms.

Booking Hotels

Hotel Choice

Access to over 300,000 properties worldwide, including all major chains and budget properties, with the ability to integrate any preferred supplier/negotiated rates. This is all supported by multiple travel policy and payment options, including pre-pay, pay-on-departure, and bill back.

Trip Advisor Ratings

Aggregated Trip Advisor ratings for hotels, helping you make more informed hotel decisions.

Filter by Breakfast & Wifi

Filter hotel results by those that include breakfast and/or Wifi, to avoid unnecessary expense claims.

Finance and Reporting

Booker, Traveller and Approver Interaction

Intuitive channelling of communications to the right stakeholder at the right time. The basket of travel options is easily sent to the traveller for review and selection, after which an approval request can be sent to the approver. This is all seamlessly facilitated by the online booking tool, saving valuable time and administrative resource.

Flexible Payment Options

Choose between invoice and credit card payment, to suit your internal processes.

Travel Policy Integration

Customise your organisational/departmental profile to accommodate your travel policy, supporting travel policy compliance and enabling 'visual guilt' to encourage better buying behaviour.

Payment Code Integration

Integration of payment codes to support budget management and streamline the reconciliation process.

Reporting Analysis

Fully comprehensive reporting functionality including 'fare saving' and 'out of policy' reporting, helping you manage buyer behaviour and govern travel policy.

How do I get started?

Getting started is quick and easy. Simply get in touch with your account manager or email tellmemore@keytravel.com and we'll set up a time for you to receive a demo and talk you through the implementation process.