



Key Travel Online is the only online booking tool designed specifically with the complexities of non-profit organizations' travel programs in mind.

## Key Travel Online

An online booking tool built specifically with the complexity of the non-profit community in mind; providing simple, intuitive bookings with integrated and configurable policy and approval processes, and seamless communications between the travel arrangers, travelers and approvers.

### What is Key Travel Online?

Key Travel Online is the only booking tool specifically designed to simplify travel management for the non-profit community. It is capable of booking flights (including Southwest), hotels, Amtrak and rental cars in one place.

Rather than taking an 'off the shelf' solution, Key Travel has invested in building its own tool. In doing so we are able to provide solutions to the unique complexities non-profits face when managing travel, such as policy, coding and approvals.

As with the whole of Key Travel's website, the online tool features responsive design, making it easy to quote, book and approve travel from any device, on the move.

### Clear results display

Key Travel Online returns results for flights, hotels and rental cars in a simple display, showing the most important

information clearly, allowing Users to identify their preferred options quickly.

Further information can be drilled down when more details are required. In addition to the price and itinerary, the display will also show how long a ticket can be held for, how flexible the conditions are and how much baggage is allowed within the price. Furthermore, it will clearly show if an option is out of policy and allow the User to send a neatly formatted quote or number of options to the traveler for review.

### Profile Integration

Save time and increase accuracy with peace of mind that completed traveler 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 optimized to work on all platforms.

### The basket

Ability to add a number of itinerary items to a basket, then simply deselect the undesired items at check out.

### Booking Hotels

#### Hotel Choice

Access to over 300,000 properties worldwide including all major chains and budget properties and Expedia partner content. We are also able to easily integrate any preferred supplier/negotiated rates. This is all supported by multiple travel policy and payment options, including pre-pay and pay on departure.

#### 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, Traveler and Approver Interaction

Intuitive channeling of communications to the right stakeholder, at the right time. The basket of travel options is easily sent to the traveler 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 different stored credit cards payment, or add additional credit cards to suit. You have the ability to bill different components to different cards.

#### Travel Policy Integration

Customize your organizational/departmental profile to accommodate your travel policy, supporting travel policy compliance and enabling 'visual guilt' to encourage better buying behavior.

#### 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 behavior 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 [info@keytravel.com](mailto:info@keytravel.com) and we'll set up a time for you to receive a demo and talk you through the implementation process.