How to create the perfect trip using your new online booking tool
Go to www.keytravel.com
Click ‘Login’
Enter your registered email address and password
If you are logging in for the first time you’ll need to create a password
Once logged in you have access to Book Online, Profile Manager; where you can create and manage Traveller Profiles, and the Training Academy; your online help centre and training platform.

Click ‘Book Online’ to proceed.
BOOKING ONLINE

Please click on the required product button before continuing.

Important note: All flight, hotel and Eurostar trips (or as per your company policy) can now be booked through KT Online. For those who had access to Hotel Plus, if you need to change, cancel or have a question about an existing Hotel Plus booking please email onlinehotels@keytravel.com

We recommend Firefox or Chrome is used to optimise your booking experience

Top booking tip:

When reviewing the flight results click ‘See all time alternatives’ (where applicable) to see a wider range of flight times per airline.

To access the tool click ‘KT Online’ and ‘Continue’
• This is your home page
• Flights, hotels and Eurostar are available to select in the panel shown
• To view all your online trips go to the suitcase icon
Booking Flights
The default search is for ‘Round’ trips. One-way and multiple stops can be selected.

Enter your flight details into the search fields and click ‘Find Flights’.

The ‘more search options’ section contains additional filtering options.
The fare grid contains all available airlines comparing different contract types including specialist fares.

Each fare type will display icons to show the most flexible conditions. These include hold deadline dates, changes and refunds and ticket validities.
Multiple items can be added into the basket including more than 1 product and multiple options e.g. 2 travel dates.
Use the ‘send quote’ function to send the basket to travellers in one email.
To go to checkout click ‘Book or Hold’
The quote has been saved in your trip folder and the ‘Share’ option opened for you to email the itinerary. Simply add comments and populate the traveller’s email address. It is possible to email multiple people by adding addresses into the right hand box. Select ‘Verify’ to enable the traveller to interact in the quote. The traveller will receive an email and be asked to indicate their preferences by accepting and rejecting items.
Accessing the ‘checkout’ screen can be done from the basket or the Trip ID.

Traveller names are required and can be added manually or selected from a profile.

The ‘Book’ and ‘Hold’ button will activate where applicable.
The hold section will confirm the items which can be held and will also specify the deadline date.

Visit our Visa Database for access to Visa application information.

Please click ‘Agree and hold’ to proceed.
To book a trip, complete the relevant payment information as per your company policy.

Make sure the traveller’s name has been spelt exactly as it appears on their passport.

Please click ‘Agree and book’ to confirm the trip.
Booking Hotels
Hotels can be booked on their own or as part of another trip in your basket.

A location can be entered in as a city name, post code, landmark or train station.

The ‘Previous searches’ section will store up to 10 hotel searches.
Hotels can be found on the map. Average rates are shown by clicking ‘Show rates’
There are a number of filters including search by rates with breakfast
To add items to your basket go to a preferred hotel, expand the ‘all rates’ section and click ‘add to basket’
Click on the name of the hotel to see more details
A choice of room rates will be offered
The choice of options will depend on your company policy
‘Billback rates’ allow breakfast to be added at checkout (if not already included)
Customer negotiated rates can be found by looking for symbol ‘C’ (‘K’ represents Key Travel negotiated rates)
The hotel details page includes area information, a map view and trip advising ratings (if applicable).
• Multiple items can be added into the basket including more than 1 product and different options e.g. 2 travel dates
• Use the ‘send quote’ function to send the basket in one email
• To go to checkout click ‘Book or Hold’
The quote has been saved in your trip folder and the ‘Share’ option opened for you to email the itinerary. Simply add comments and populate the traveller’s email address.

It is possible to email multiple people by adding addresses into the right-hand box.

Select ‘Verify’ to enable the traveller to interact in the quote. The traveller will receive an email and be asked to indicate their preferences by accepting and rejecting items.
• Accessing the ‘checkout’ screen can be done from the basket or the Trip ID
• Traveller names are required and can be added manually or selected from a profile
• The Book and Hold buttons will activate where applicable.
• Please note that hotels cannot be held
To book a trip, complete the relevant payment information as per your company policy.

If you have selected a ‘Billback Rate’ you have the option to authorise breakfast charges in addition to the cost provided in the summary. This cost will appear on the final invoice.

Please click ‘Agree and book’ to confirm the trip.
Booking UK Rail
UK Rail can be booked on its own or as part of another trip in your basket

- Enter your rail details into the search fields and click ‘Find Trains’
- Railcards can be added in the ‘more search option’ section
- The ‘Previous searches’ section will store up to 10 rail searches
The results contain all available train times with different train operating companies. All ticket types including advance, off peak and anytime options are displayed with the cheapest highlighted. Select relevant options and ‘add to basket’.
Select from a choice of delivery options including self service kiosk (collection from the station), mobile ticketing and first class post.

The email collection reference is where the confirmation will be sent to.

To add seats and London Underground tickets, go to the applicable sections.

Click ‘continue’ to add your rail booking into the basket.
Multiple items can be added into the basket including more than 1 product
Use the ‘send quote’ function to send the basket to travellers in one email
To go to checkout click ‘Book or Hold’
The quote has been saved in your trip folder and the ‘Share’ option opened for you to email the itinerary. Simply add comments and populate the traveller’s email address.

It is possible to email multiple people by adding addresses into the right hand box.

Select ‘Verify’ to enable the traveller to interact in the quote. The traveller will receive an email and be asked to indicate their preferences by accepting and rejecting items.
- Accessing the ‘checkout’ screen can be done from the basket or the Trip ID
- Traveller names are required and can be added manually or selected from a profile
- The ‘Book’ and ‘Hold’ button will activate where applicable
• The hold section will confirm the items which can be held and will also specify the deadline date
• Rail bookings can be held for a maximum of 24 hours. It is not possible to hold rail bookings with other products
• Please click ‘Agree and hold’ to proceed
To book a trip, complete the relevant payment information as per your company policy.
Please click ‘Agree and book’ to confirm the trip.
All online trips will be contained within your trips folder.

To find your trip use the search and filter boxes.

Trips can be accessed by clicking on the relevant trip number.

Additional features include ‘add to calendar’, cancellations and amendments.

<table>
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<tr>
<th>Trip Status</th>
<th>Trip ID</th>
<th>Travellers</th>
<th>Travel date</th>
<th>Itinerary</th>
<th>Products</th>
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THANK YOU

If you require further training please refer to the KT Online guides located on Key Travel’s website or contact your Account Manager.

Remember for technical assistance contact our helpdesk on 0844 335 0260 or at online@keytravel.com