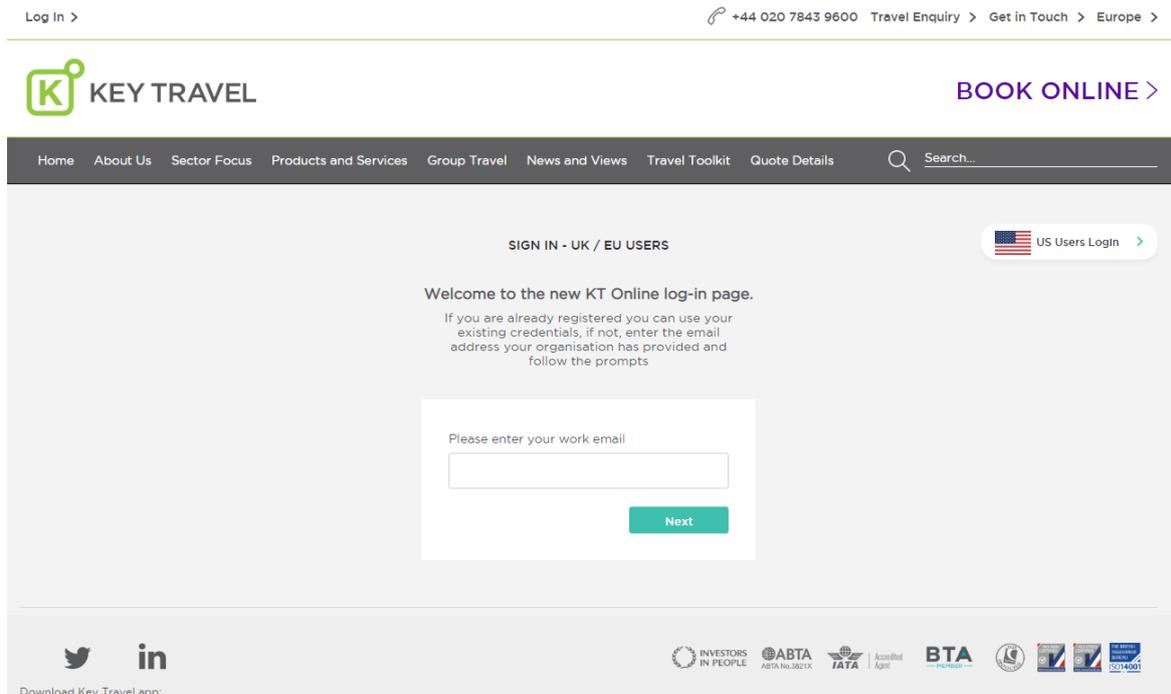


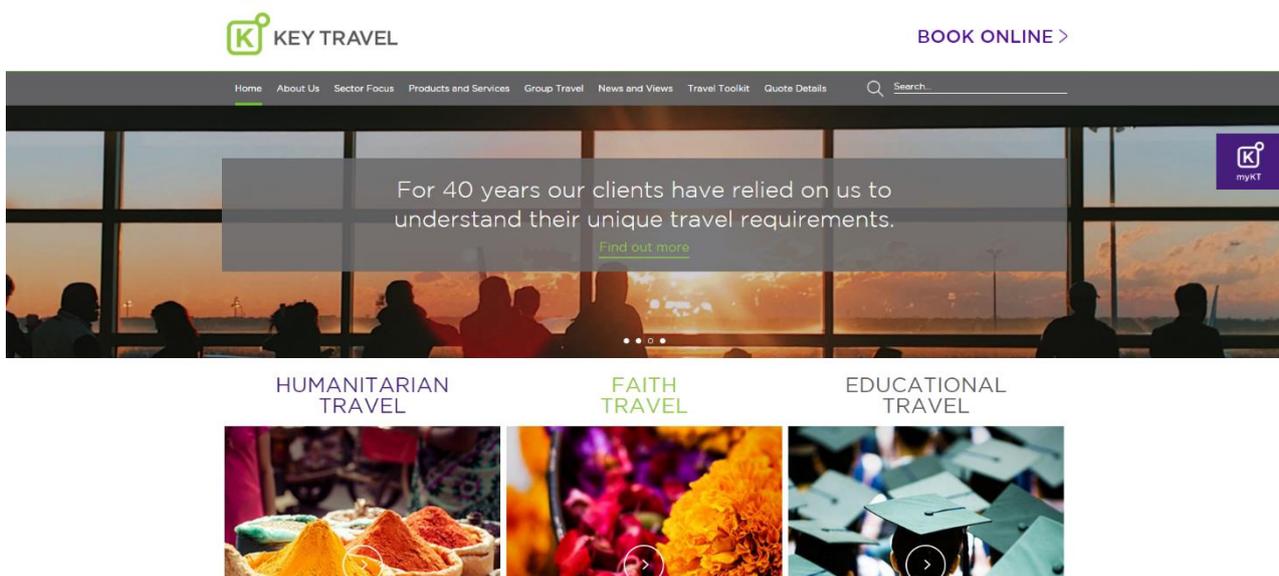


Key Travel Portal Instructions

1. Access the [Key Travel portal](#). You will see the screen below. Please enter your UCL email address (firstname.surname.number@ucl.ac.uk format).



2. You will be re-directed to UCL's Key Travel login and will be asked to enter your UCL username and UCL password again. Please do this and submit. You will be taken to Key Travel's homepage. Please select the 'Book Online' tab in the top right-hand corner of the page (see below)



- The next page outlines guidance on bookings. This information is specific to staff members making travel plans; you do not need to review the policy documents included on this page. Scroll to the bottom of the page and select 'Continue'
- You are now on the 'Flights Search' page. Ensure that you select the 'One Way' tab along the top of the search box. Add in your details and ensure that you select '1 Adult' in the 'Traveller' field, as included below. If you are able to travel by Eurostar, you can also search for train availability

- Once you are happy with your search criteria, select 'Find Flights'. A list of available journeys will be listed. Please see page 3 for an example of this screen. Use the filter list in the left-hand pane to filter options, considering the following:
 - UCL will cover the cost of your one way trip to your home country or country in which you normally reside
 - You should book a reasonable route in Economy Class
 - This is a quickly-evolving situation. Following UCL's recommendation to leave your host country where safe to do so, you should not delay in making travel plans through Key Travel
 - Key Travel offers 'Standard' and 'Academic' bookings. You should select 'Standard' where possible. The booking options can be seen in the grey bar below each flight option
 - Please select the flight/Eurostar journey that includes a suitable baggage allowance for your belongings

PLEASE NOTE: It is your responsibility to ensure that you are booking a suitable journey. The Key Travel booking portal is being managed and monitored at all times and you will be contacted for further information if you book a journey outside of the parameters listed above.

KEY TRAVEL Miss Clare Herbert UCL Department Help

Amsterdam, NL → London, GB Tue, 17 Mar 1 traveller(s) [EDIT](#) 5 FLIGHTS

Filters	Iberia	AF Air France	KLM-KLM-Royal Dutch
Reset to Default	Standard	Standard	Standard
Stops <small>select all</small>	Non-stop	—	£122.70
<input checked="" type="checkbox"/> Non Stop	1+ Stops	£98.20	£683.80
<input type="checkbox"/> 1 Stop			
<input type="checkbox"/> 2+ Stops			

Price: £98.2 — £1463.11

Airlines: Air France, British Airways, Brussels Airlines, Emirates, Etihad Airways

Flight Number: Search

Duration: 1h 0m — 19h 30m

Times: Departure from Amsterdam 06:00 — 22:00

Group by Price Sort by: Cheapest

KLM-Royal Dutch Economy	<input type="checkbox"/> 11:45	AMS	direct	LHR	12:05	1h 20m	Alternatives	Details		
Standard	hold until: Mon, 16 Mar		BAGS	Rules	£122.70	ADD TO BASKET				
British Airways Economy	<input type="checkbox"/> 10:05	AMS	direct	LHR	10:30	1h 25m	Alternatives	Details		
Academic	hold until: Mon, 16 Mar		X1 BAGS		12M VALIDITY		CHANGES	Rules	£237.71	ADD TO BASKET
Standard	hold until: Mon, 16 Mar		BAGS	Rules	£207.70	ADD TO BASKET				
British Airways Economy	<input type="checkbox"/> 10:05	AMS	direct	LHR	10:30	1h 25m	Alternatives	Details		
Standard			BAGS	Rules	£207.70	ADD TO BASKET				

- Once you have selected your flight and have double-checked that this includes the correct luggage allowance, select 'Add to Basket'. The flight will be added to the yellow shopping trolley icon in the bottom left hand corner of the screen. Click on this icon to continue to the booking stage
- You will be asked to add traveller information manually, confirming your personal details. If you are unsure about the information required, hover over the fields for further information. Save this information once complete and proceed to 'Book'
- The next screen will ask you to input a payment code, as outlined below:
 - Org/Dept code: B01
 - Project Code: 501142
 - Task Code: Select '100' from dropdown list
 - Award Code: Select '156780' from dropdown list
 - Purpose of Travel: Type 'return from Study Abroad placement'
 - If you are asked to provide reasons from the dropdown list for not selecting the lowest fare, please select an option from the dropdown list. Provided that you have followed our guidance as outlined in step 5, there will be no penalty for providing this reason

Please ensure that you have read and understood the 'Important Information', 'Seat Terms', and have ticked the 'UCL Terms and Conditions' boxes before finally confirming your booking.

You will receive confirmation that your booking is complete.

Within 1 hour, you should receive information about your e-ticket and further flight information by email. You can also view your booked trip at any time by clicking on the suitcase icon down the dark blue left-hand pane of the Key Travel portal