

Key Travel Process

Key Travel is a specialised procurement system the University of Manchester uses to make academic transportation and lodging arrangements much more efficient and easy to arrange. Your profile details, which you only need to input once, will be imperative to any University-funded travel arrangements you need to make during the rest of your time at The University of Manchester.

As a doctoral student with scope for conferences and fieldwork, we ask that you now please register with Key Travel by following the information below.

Logging In and Creating a Traveller Profile

Step 1: Create a Login

- Click on this link: [Log In | Key Travel](#)
- Go to section 'New online user' and enter your university email address and click 'Request new password'.
- You will have received an email with a link in **July** to create a memorable password and a link that to finish setting up your profile.
- Email uom@keytravel.com should you have any technical difficulty procuring your login.

Step 2: Create a Traveller Profile

- Select 'Create your own profile' (NB: you only need to input your personal details into the traveller profile creation once)
- Please note that the fields relating to 'Redress number' and 'known traveller' relate only to specific travellers to the USA.
- Please be aware that your preferences, for example which direction you may prefer to sit on a train, may not be taken into account by all suppliers.
- Profiles can be viewed and edited by the authorised person(s) only. For example, arrangers will not be able to view your personal information.
- All profile data is encrypted and stored as per General Data Protection Regulations (GDPR). Information is only used for the purpose of each trip.

All the PGR students are activated on Key Travel with Standard access (look not book) and can follow the steps by visiting our [Getting Started with Key Travel](#) webpage.

Creating a Quote and Booking Travel

After you have created your profile, you can view all of travel options available and send them to your PGR Office who will proceed with the booking on your behalf. NB: If you are using Support Funds (e.g., your DRSA allowance or RTSG allowance) you must apply for funding in the first instance via the Doctoral Academy.

Step 1: View travel options (flights, hotel, and rail)

Step 2: Select your preferred travel options and add to basket

Step 3: View Basket

Step 4: Share Quote - Once you're happy to proceed with your selected options, send the quote to your PGR School Office using the share function (see image below). Your PGR Office will book your travel on your behalf and forward you the details once complete.

NB: You should allow for up to 10 working days for travel bookings to be completed, although we aim to be much quicker.

AMBS: pgr-operations-ambs@manchester.ac.uk

SALC: pgr-operations-salc@manchester.ac.uk

SEED: seedschooloffice@manchester.ac.uk

SoSS: SoSS-PGR@manchester.ac.uk

Click share and insert the email address in the box on the right then click send

KEY TRAVEL Monique Down University Of Manchester (New) Help

TRIP TO ATLANTA | ID:1024891 Quote

All prices are subject to price fluctuations until ticket issue

BOOK or HOLD verify share print cancel trip

SHARE

To share this itinerary as text only, please search for a user/s or enter the name or email address of the person/s you wish to send it to

Enter a cover note here if you would like to explain this option

Search users + pgr-seed@manchester.ac.uk X

SEND CANCEL

L. Miss Monique Natalie Brown Traveller information: Complete

Manchester → Atlanta → Manchester		Ticket	Sat, 28 Sep - Sat, 12 Oct
Sat, 28 Sep	MAN → ATL	8h 45m	2160.9kg CO ₂ e 4,093 mi
Depart: Sat, 11:05	Manchester Airport (MAN), GB, 2		Virgin Atlantic - VS009
Arrive: Sat, 14:50	Hartsfield Jackson Atlanta International Airport (ATL), US, 1		(Economy) Boeing 747-400-744
Sat, 12 Oct	ATL → MAN	7h 50m	2160.9kg CO ₂ e 4,093 mi
Depart: Sat, 11:00	Hartsfield Jackson Atlanta International Airport (ATL), US, 1		Virgin Atlantic - VS010
Arrive: Sun, 06:50	Manchester Airport (MAN), GB, 2		(Economy) Boeing 747-400-744