



# Key Travel Online User guide

How to search and hold an  
itinerary online





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Sign In >

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BOOK ONLINE >

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Search...

Welcome to Key Travel. Simplifying travel complexity for the humanitarian, faith and education sectors.

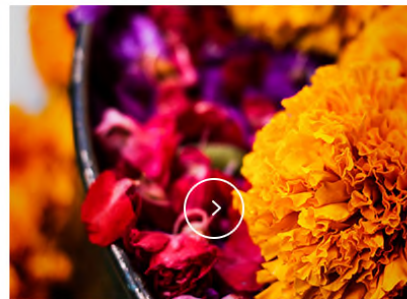
Find out more →



HUMANITARIAN TRAVEL



FAITH TRAVEL



EDUCATIONAL TRAVEL



- Go to [www.keytravel.com/uk](http://www.keytravel.com/uk)
- Click 'Login'





Login continued...



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## SIGN IN

### WHAT IS YOUR EMAIL ADDRESS?

My email address is

Email address is required.

### DO YOU HAVE A PASSWORD?

Yes, my password is

[Forgot your password?](#)

No, I am registered with Key Travel but do not have a password yet. [Click here](#)

- Enter your registered email address and password
- If you are logging in for the first time you'll need to create a password





Book Online



BOOK ONLINE >

Home About Us Sector Focus Products and Services Group Travel News and Views Travel Toolkit

Search...

My Travel

Profile Manager

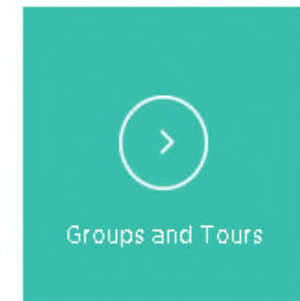
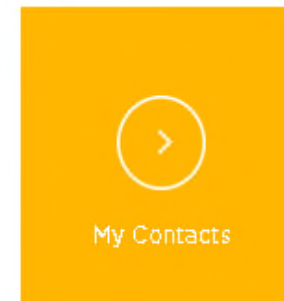
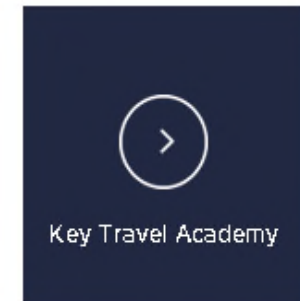
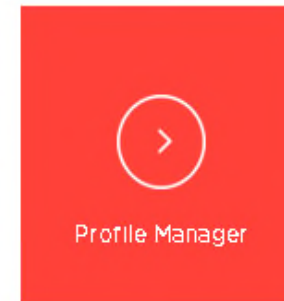
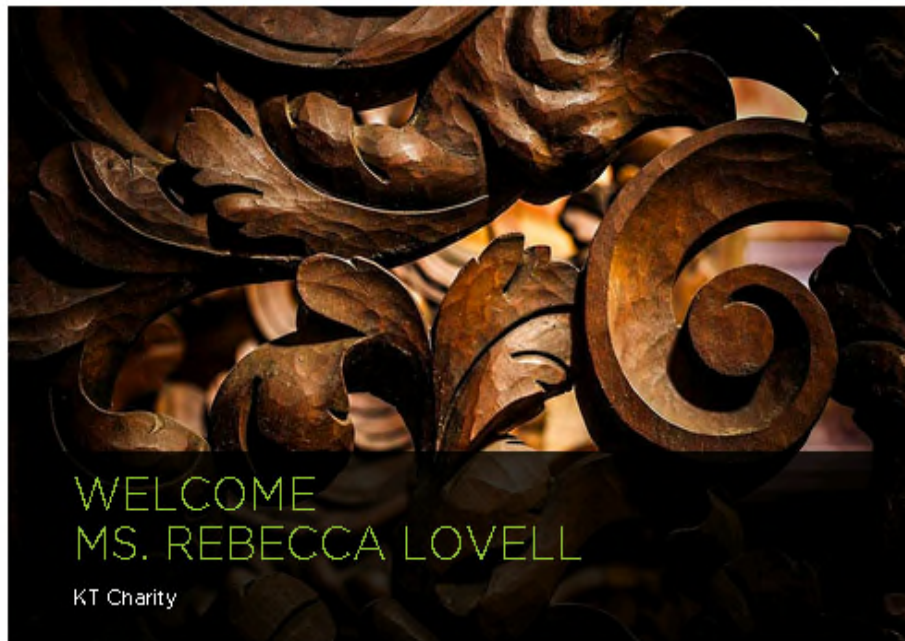
Key Travel Academy

My Contacts

Groups and Tours

Change Password

Visa Database



- Once logged in you have access to Book Online, Profile Manager; where you can create and manage Traveller Profiles, and the Key Travel Academy; your online help centre and training platform
- Click 'Book Online' to proceed

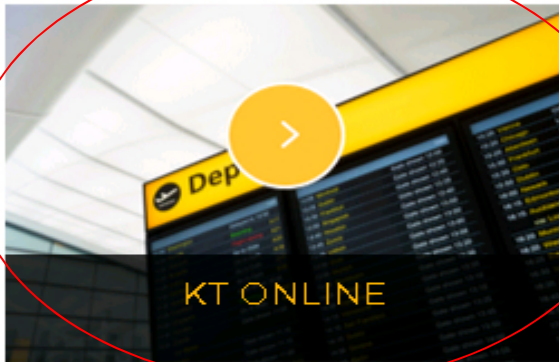




# Access KT Online

## BOOKING ONLINE

Please click on the required product button before continuing.



### 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.

Continue >

- To access the tool click 'KT Online' and 'Continue'





 **FLIGHTS SEARCH**

Round trip  One way  Multiple stops

From

To

Depart date

Depart time

Return date

Return time

Travellers  
1 Adult  0 children

[More search options](#)

Previous searches

London (LON), GB ↔ Belfast (BFS), GB 16 Nov - 21 Nov (1 seat)	<a href="#">&gt;</a>
London (LON), GB ↔ Belfast (BHD), GB 11 Nov - 13 Nov (1 seat)	<a href="#">&gt;</a>
London (LON), GB ↔ Belfast (BFS), GB 11 Nov - 13 Nov (1 seat)	<a href="#">&gt;</a>

[See more searches](#)

- This is your home page
- Select the product in the panel shown
- To view all your saved / held trips go to the suitcase icon





# Flight results

London, GB ⇌ New York, US [edit >](#) 11 FLIGHTS  
Mon, 20 Mar – Fri, 24 Mar 1 traveller(s)

**Lufthansa** **Austrian** **Virgin Atlantic**

	Hum	Negot.	Stand.	Hum	Hum	Negot.	Stand.
Non-stop	£62.77	£1,203.77	£1,267.67	£462.77	£552.37	£988.36	£1,056.37
Stop(s)	-	-	-	-	-	-	-

Clear filter/s

**Virgin Atlantic** Economy

LHR → EWR direct 16:05 - 20:10 8h 05m  EWR → LHR direct 22:20 - 09:10 (+1) 6h 50m

No time alternatives [See flight details](#)

Fare Type	hold until:	BAGS	CHANGES	REFUND	VALIDITY	Rules	Price	ADD TO BASKET
Humanitarian	Fri, 17 Mar	X3			12M	Rules	£552.37	ADD TO BASKET
Negotiated	Fri, 2 Dec	X1			12M	Rules	£988.36	ADD TO BASKET
Standard	Tue, 22 Nov	X1				Rules	£1,056.37	ADD TO BASKET

- The fare grid contains all available airlines comparing different contract
- Each fare type will display icons to show the most flexible conditions. These include hold deadline dates, changes and refunds and ticket validities
- Add an option to your basket to proceed





The screenshot shows a flight booking interface. On the left, there are filters for Stops (Non Stop), Price (£) (451.47 - 3674.37), and Airlines (Lufthansa, Austrian, Virgin Atlantic). A shopping cart icon with a '2' badge and a 'HIDE' button is circled in red. The main area displays flight options for Lufthansa, Austrian, and Virgin Atlantic. Below this, the 'BASKET' section shows two items: two Virgin Atlantic flights from London to Newark. At the bottom, a navigation bar contains buttons for 'FIND A HOTEL', 'FIND A FLIGHT', 'SAVE QUOTE', 'SEND QUOTE', and 'BOOK OR HOLD', with the latter three circled in red.

Airline	Class	Hum	Negot.	Stand.	Hum	Hum	Negot.	Stand.
Lufthansa	Non-stop	£62.77	£1,203.77	£1,267.67	£462.77	£552.37	£988.36	£1,056.37
Lufthansa	Stop(s)	-	-	-	-	-	-	-

**BASKET** clear basket

	Virgin Atlantic	1 seat	£552.37
Mon, 20 Mar 16:05 - 20:10	London, GB (LHR) → Newark, US (EWR)		
Fri, 24 Mar 22:20 - 09:10 (+1)	Newark, US (EWR) → London, GB (LHR)		

	Virgin Atlantic	1 seat	£552.37
Mon, 20 Mar 16:05 - 20:10	London, GB (LHR) → Newark, US (EWR)		
Fri, 24 Mar 09:15 - 20:10	New York, US (JFK) → London, GB (LHR)		

**NAVIGATION BAR:** FIND A HOTEL | FIND A FLIGHT | SAVE QUOTE | SEND QUOTE | BOOK OR HOLD

- Multiple items can be added into the basket
- To 'hold' a flight option click 'Book or Hold'  
(only 1 option can be held – not all items can be held)
- Use the 'send quote' function to send the quote to an authorised booker who will raise a Purchase Order on your behalf







## CHECKOUT

This Trip has been saved as a quote: [Trip ID:150704](#)

### TRAVELLERS

1. Mrs Rebecca Lovell

✓ Complete ✓

BOOK

HOLD

### ITINERARY



London → Newark → London

1 seat Mon, 20 Mar - Sat, 25 Mar



Mon, 20 Mar

LHR → EWR

8h 05m 1826.5kg CO<sub>2</sub>e

Depart: Mon, 16:05

London Heathrow Airport (LHR) GB, 3

Arrive: Mon, 20:10

Newark Liberty International Airport (EWR) US, B

Virgin Atlantic - Flight VS1  
(Economy) Airbus A330-300 333



Fri, 24 Mar

EWR → LHR

6h 50m 1826.5kg CO<sub>2</sub>e

Depart: Fri, 22:20

Newark Liberty International Airport (EWR) US, B

Arrive: Sat, 09:10

London Heathrow Airport (LHR) GB, 3

Virgin Atlantic - Flight VS2  
(Economy) Airbus A330-300 333

- 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 'Hold' button will activate if you have an option which can be held
- If the option cannot be held click on the Trip ID and send the quote to an authorised booker, who can action on your behalf





# Hold a trip continued...



## HOLD

### TRAVELLER ALLOCATION

 **Virgin Atlantic** Hold until Fri, 17 Mar  
LHR - EWR - LHR

\*Items which cannot be held will be saved in your itinerary. We recommend items not held are reviewed and booked as soon as possible to guarantee availability


### PROVIDE REASONS FOR YOUR CHOICE

Reason for not selecting the lowest fare


### REVIEW TERMS AND CONDITIONS

Airlines stipulate that the traveller names given must be spelt exactly as they appear on the traveller's passport and reserve the right to prevent boarding for any discrepancies. It is the responsibility of the customer to ensure the accuracy of the data provided.

Please check that your traveller(s) has a valid passport and visa for the trip. Passports should be valid for 6 months after the return

 **Mon, 20 Mar** LHR → EWR 8h 05m 1826.5kg CO<sub>2</sub>e

**Depart:** Mon, 16:05 London Heathrow Airport (LHR) GB, 3  
**Arrive:** Mon, 20:10 Newark Liberty International Airport (EWR) US, B  
Virgin Atlantic - Flight VS1  
(Economy) Airbus A330-300 333

 **Fri, 24 Mar** EWR → LHR 6h 50m 1826.5kg CO<sub>2</sub>e

**Depart:** Fri, 22:20 Newark Liberty International Airport (EWR) US, B  
**Arrive:** Sat, 09:10 London Heathrow Airport (LHR) GB, 3  
Virgin Atlantic - Flight VS2  
(Economy) Airbus A330-300 333

Quote

Rules Humanitarian Fare    

**£552.37**

Airfare: £185.00  
Airline taxes & fees: £367.37  
Booking fee: £0.00  
(£0.00 per person)

Please ensure travellers names are spelt exactly as per their passport

**AGREE AND HOLD**

CANCEL

- The hold section will confirm the items which can be held and will also specify the deadline date
- Please click 'Agree and hold' to proceed





# Send to Authorised Booker

**KEY TRAVEL** Ms. Rebecca Lovell KT Charity Help

## TRIPS

Search by: Trip ID Traveller Location: city, hotel...

Filter by: Trip Status: All Date range: From To  Include past trips

Trip Status	Trip ID	Travellers	Travel date	Itinerary	Products	Current stage	Trip cost
Held 116 days left	150704	1. Rebecca Lovell	20/03/2017	London → Newark → London			£552.37
Quote	150702		20/03/2017	London → Newark → London			£552.37
Held 116 days left	149855	1. Rebecca Lovell	20/03/2017	London → Newark → London			£622.17


- The trip should be sent to an authorised booker in order for the trip to be confirmed
- From the Trips folder click on the relevant trip you want to send








# Send to Authorised Booker continued...




 **TRIP TO NEWARK | ID:150704** **Held**  
All prices are subject to price fluctuations until ticket issue

 share  print  request change  cancel trip

**SHARE**  
To share this itinerary as 'read 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 the options  

1. Mrs Rebecca Lovell Traveller information:  Complete  

	Mon, 20 Mar	LHR → EWR	8h 05m	1826.5kg CO <sub>2</sub> e	3,460 mi
Depart:	Mon, 16:05	London Heathrow Airport (LHR) GB, 3		Virgin Atlantic - VS1	
Arrive:	Mon, 20:10	Newark Liberty International Airport (EWR) US, B		(Economy) Airbus A330-300 333	

- Click 'Share'
- Select the authorised booker by adding their name in the 'search users' field
- Click 'send'
- The booker will proceed to raise a Purchase Order and 'book'
- E-tickets will be sent to you

