

UPDATE ON BOOKING AIR TRAVEL - USE OF "BUDGET" AIRLINES

This is to advise you of an update to the policy for the procurement of air travel, following comments made about the “budget “ airlines, which provide cheap fares for some destinations, principally in the UK and Europe. The policy has been revised so that staff may use these airlines where appropriate, without obtaining a quotation from Key Travel.

However, staff should bear in mind that these airlines often operate from less convenient airports (e.g. Luton and Stansted) and there is a cost in both time and the expense of travelling to and from these airports, which should be taken into account when determining value for money. For destinations not serviced by budget airlines, a quotation will continue to be required from Key Travel.

Amended notice - May 2004

As you will be aware the College has a preferred supplier for air travel - "Key Travel". When booking air travel to destinations not serviced by budget airlines, staff must obtain a comparable quotation from Key Travel, in addition to any other travel supplier they may wish to consider using.

If the quotation from Key Travel is the least expensive option, the booking must be made through Key. **If you seek a quotation from Key Travel only, no comparable quotation need be sought.** In all cases when competitive quotations are sought, they must be recorded and a copy kept with the department's copy of the purchase order.

The College has an account with Key Travel so a purchase order may be used, and you will then be invoiced in the normal way. Details and information about Key Travel, including a contact list, can be found on the College Purchasing website. From the home page, go to Services and click on the word Purchasing, under the heading "Finance incl Purchasing".

Key Travel may also be used for Rail, Eurostar, and Ferry bookings; however please note that, for such modes of travel, staff may continue to use the booking method of their choice, as often individuals can secure better value deals for these methods of transportation.

FOR FURTHER INFORMATION, PLEASE CONTACT SUSAN FIELDING,
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