



KEY TRAVEL



Presentation to



**TCNJ**  
THE COLLEGE OF  
NEW JERSEY



## Request for Proposal Executive Summary

**Key Travel is delighted to be considered to manage The College of New Jersey travel program.** Having exclusively partnered the non-profit community for over 35 years, we have the experience and expertise to support your program in such a way that you will be able to control it more effectively, greatly increase your stakeholder's efficiency, add value, and of course save money.

### Advantages for TCNJ faculty/staff traveling on official College business:

Key Travel will ensure TCNJ gets the lowest and most efficient fares and accommodations. With a large network of travel resources, TCNJ will benefit in terms of minimizing cost and maximizing travel efficiency.

Key Travel will provide travelers and travel arrangers with both offline and online booking options fully integrated with TCNJ's approved travel policies and processes.

Key Travel has established a corporate account for airfare and hotel reservation charges. This will minimize out of pocket expenses for TCNJ's faculty and staff traveling on official business.

TCNJ faculty/staff will have 24 hour access to Key Travel online portal to make and track reservations.

Key Travel will create automated workflows for bookings and approvals working with the Purchasing Department.

Key Travel will support travelers needs before, during and after the trip. Travel Managers provide assistance in case of cancelled flights, lost luggage etc.

Key Travel has expertise in international travel and can assist with visa requirements, customs concerns in specific countries if necessary.

The Purchasing Department will have access to reports online, this help track spending, trends and opportunities.

Roll-out and training for the campus in February 2017, online and on campus.



# Your Objectives

## Financial

Competitive pricing  
for airfare & lodging

## Convenience

Eliminate  
coordination,  
research & expense  
process for staff by  
utilizing single  
source

## Efficiency

Reimbursement of  
one vendor rather  
than individual staff

## Authorization

Enable  
Procurement Dept.  
to electronically  
approve/decline

## Reporting

College to be able  
to obtain reports on  
travel activity



# Financial

**OBJECTIVE:**  
Competitive  
pricing for airfare  
& lodging

## ❖ Airfare choice – over 100 airlines

- Access to Published, Negotiated, Government tickets
- Exclusive non-profit airfares with over 30 airlines – flexible, refundable



## ❖ Comprehensive hotel program with all major chains

- Partnership with Expedia – content integrated to online booking tool
- Pre-pay & pay local rates available



## ❖ Low booking fees













- Air tickets - \$8 online, \$25 offline
- Hotels & car rental – No fee for online



# Convenience

**Convenience**  
Eliminate coordination, research & expense process for staff by utilizing single source

A suite of services customized for the demands of the non-profit community

- |                                                                                                          |                                                                                                        |
|----------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|
|  Flights                |  Hotels               |
|  Rail tickets           |  Car rental           |
|  Group Travel & tours   |  Visas requirements   |
|  Conference & events    |  Coach hire           |
|  Transfers              |  Out of hours service |
|  Management information |  Traveler security    |

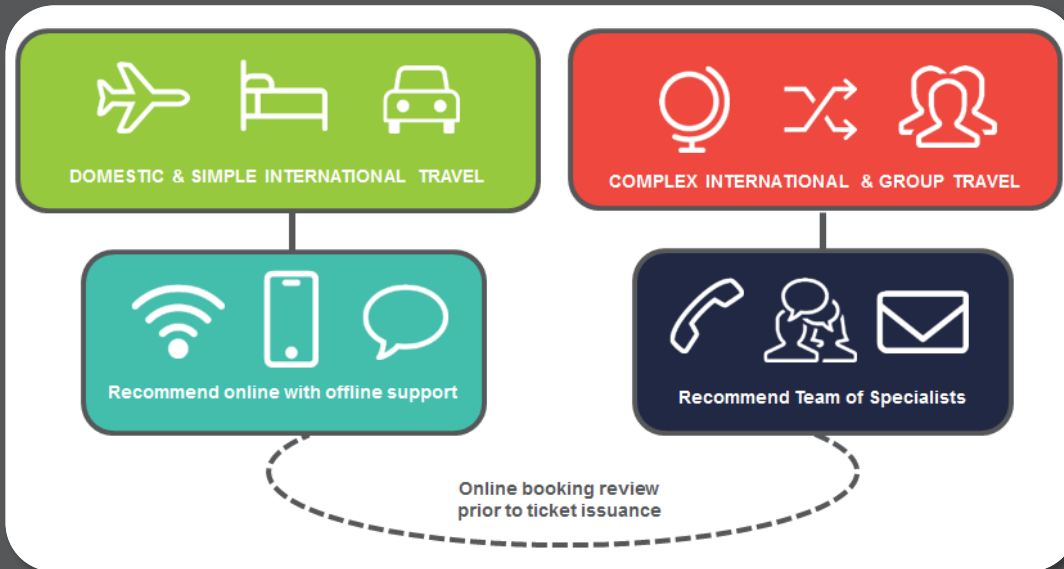
- ❖ One stop shop for all travel including air, hotel, car, rail & study abroad
- ❖ Online suite fully configurable with content, policy & approval integration



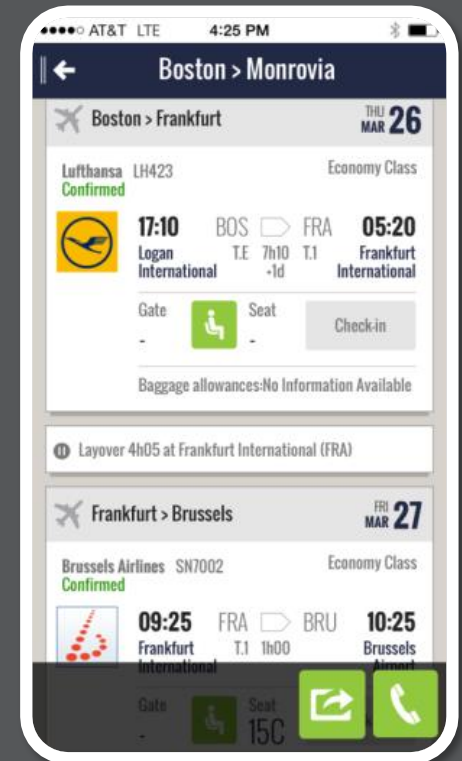
# Efficiency

**OBJECTIVE:**  
Reimbursement of one vendor rather than individual staff

- ❖ Fully integrated online booking tool with dedicated expert support for complex travel



- ❖ Mobile app to support travelers on the move
- ❖ 24hr emergency support





# Authorization

**OBJECTIVE:**  
Enable  
Procurement  
Dept. to  
electronically  
approve/decline

## ❖ Integrated policy & approval process online

- Device responsive – available on the move

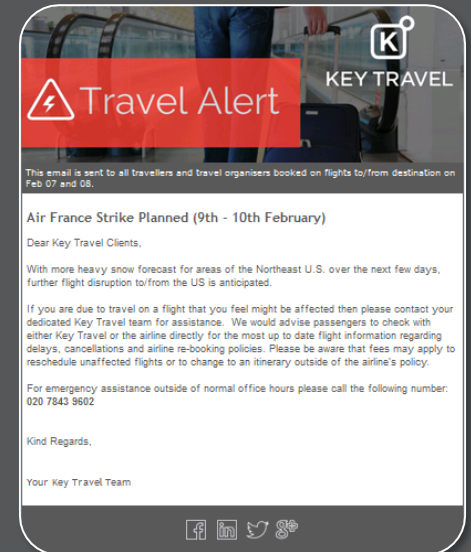
**REQUESTS TO APPROVE**

Trip ID	Created on	Departure date	Submitted by	Status	Link
10101	29 May 2015	23 July 2015	mhaynes@keytravel.co.uk	Approved	<a href="#">View Details</a>
10103	29 May 2015	23 July 2015	mhaynes@keytravel.co.uk	Approved	<a href="#">View Details</a>
10119	25 June 2015	23 July 2015	mhaynes@keytravel.co.uk	Cancelled	<a href="#">View Details</a>
10120	17 July 2015	23 July 2015	mhaynes@keytravel.co.uk	Approved	<a href="#">View Details</a>

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**ADMINISTER ALL REQUESTS**

Trip ID	Created on	Departure date	Submitted by	Status	Link
10122	20 July 2015	19 August 2015	ad53@keytravel.com	Declined	<a href="#">View Details</a>
10126	22 July 2015	29 July 2015	dana.arndt@rescue.org	Approved	<a href="#">View Details</a>



## ❖ Automatic updates & alerts on major events

## ❖ Supplementary software available to support duty of care

- Pre trip briefings, traveler tracking, messaging & reporting



# Reporting

**OBJECTIVE:**  
College to be able  
to obtain reports  
on travel activity

## ❖ Management information data available online 24/7

- 18 pre-configured popular reports
- Custom reports with up to 48 data fields

Report type: Custom Report

Report Name:

From Date:

Booking Type: All

Organisations: Key Travel Usa

Bookers: 37 selected

User reports: Select saved report

To Date:

Use Date: Invoice Date

Departments: 1 selected

Invoice Number  
Amount  
Authority Code  
Booker  
Booking Channel  
Booking Date  
Booking Type  
Budget Code  
Car Count  
Car Day Count  
Car Type  
CH4  
Client Code  
CO2  
Cost Centre  
CustomerID  
Department  
Direct

<< >>

### MANAGEMENT REPORTS

Report type: Reports

- Booking Window By Booker
- Carbon Calculator
- Custom Report
- Rail Analysis
- Spend Breakdown
- Spend By Booking Class
- Spend Comparison
- Ticketing Window By Booker
- Top Bookers
- Top Destinations





[www.keytravel.com](http://www.keytravel.com)

