

## Booking travel

All air and rail travel for conferences should be booked via Egencia/Redspottedhanky rather than being paid for personally and claimed back. Hotels should also be booked via Egencia.

### Register to Egencia

To register for Egencia with an Imperial College profile, you will need to complete the [Traveller Profile Registration Form](#). You should be requesting a **'look but not book'** profile and add Sheri and Ruth as your arranger:

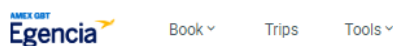
- Sheri ([sherif.djafer@imperial.ac.uk](mailto:sherif.djafer@imperial.ac.uk))
- Ruth ([r.stannard@imperial.ac.uk](mailto:r.stannard@imperial.ac.uk))

This form should then be sent to [travelsetup@imperial.ac.uk](mailto:travelsetup@imperial.ac.uk) who will set you up as a traveller and arrange your access.

### How shall I request a travel booking?

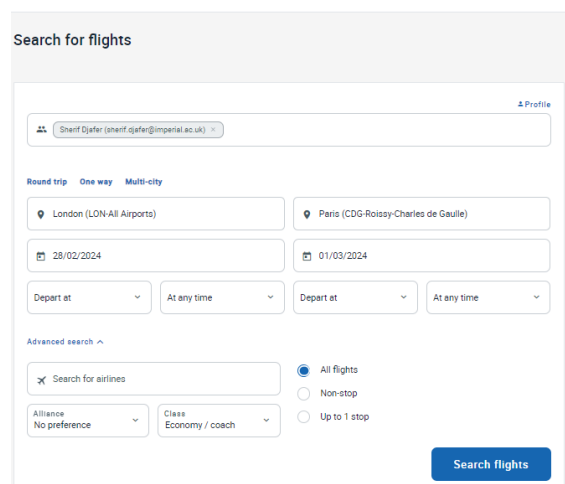
Once you have been set up, requesting a travel booking is easy! For demonstration, the examples below will refer to flights for Paris. However, these steps are identical for trains, hotels and cars. Please see the steps below:

1. Log in to your [Egencia](#) account.
2. Ensure that your profile is up to date and has your travel document information logged. To check this, you can do the following:
  - a. Navigate to the top right side of the page and click on the account icon.
  - b. Click 'go to profile'.
  - c. Fill out your personal information.
  - d. Click the 'Travel documents' tab on the left side of the page.
  - e. Add your passport information. Please note that you will need to update this information if you are issued with a new passport.
3. Click the 'Book' dropdown in the menu bar at the top of the page.



This will give you the option of booking the following: Flights, Eurostar, Hotels, Trains and Cars. Select which of the following you would like to book.

4. Once selected, please fill in 'Search' field, please see example below.

The image is a screenshot of the 'Search for flights' page on the Egencia website. At the top, there is a user profile dropdown showing 'Sherif Djafer (sherif.djafer@imperial.ac.uk)'. Below this, there are tabs for 'Round trip', 'One way', and 'Multi-city'. The main search area contains several input fields: 'From' (London (LON-All Airports)), 'To' (Paris (CDG-Roissy-Charles de Gaulle)), 'Depart on' (28/02/2024), and 'Return on' (01/03/2024). There are also dropdown menus for 'Depart at' and 'At any time' for both departure and return. Below the main search fields is an 'Advanced search' section with a search box for airlines, an 'Alliance' dropdown (set to 'No preference'), a 'Class' dropdown (set to 'Economy / coach'), and three radio button options: 'All flights' (selected), 'Non-stop', and 'Up to 1 stop'. A blue 'Search flights' button is located at the bottom right of the search area.

5. Search the engine to find your desired flights and timings, select these as if you were going to checkout. Make sure that you also select the correct baggage information. You may notice that some options have a **red flag** beside it, this means that it is over budget in line with the College expense policy guidance, therefore you should select a cheaper option where possible.
6. When you get to the final check out page, you should see your traveller information pre-populated in the fields. If it is blank (like the below), please complete step 2(a-e).

London-Paris, Paris-London  
Fields marked with asterisk (\*) are mandatory

Sherif Djafer [View profile](#)

**Traveller's information**

**Identity information**

First name \* Sherif Middle name Last name \* Djafer

Gender \* Female Date of birth \* 28/02/1997

**Travel document**

Document type Passport

Passport number \* Expiry Date \* dd/mm/yyyy

Issuing country or region \*

7. Please scroll down to the bottom of the page once you are happy that all details are accurate and ready to be processed by the travel arranger. You should then click 'Save for later'.

**Notifications**

Traveller E-mail (changes to this field will not be reflected in the traveller profile) \*

Email sherif.djafer@imperial.ac.uk

Other recipients (Optional)

Email j.singh@imperial.ac.uk; r.stannard@imperial.ac.uk

Total  
£113.07

[Save for later](#) [Book now](#)

This will save the travel information to your 'Trips' tab and will also save it to the arrangers 'trips' tab as a pending trip ready to be processed.

8. Please notify your travel arranger that your booking is ready to be processed. Providing these steps have been followed and all details have been considered, no further information should be required.

### Confirmed booking

Once your booking is confirmed, you will receive an email confirmation from Egencia with all travel details and ticket information.

### Travelling outside of the UK

If you are travelling outside the UK, you must [register your trip](#) for insurance purposes.