

## Travel Booking Changes

Following the recent appointment of Co-Op Travel Management as the University's new Travel Management Company (TMC) the process for staff travel bookings will change from **9 March 2015**.

### In summary:

- Bookers/travellers will be responsible for booking travel directly with the TMC using either their online system [Go2Book](#) or by telephoning the local (Rotherham) office.
- All international travel and hotels **must** be booked via the TMC and these bookings will require authorisation from the appropriate budget holder.
- Staff have the **option** of booking UK travel and hotels via the TMC or they can self-book using an alternative method e.g. purchase card
- If booked via the TMC, standard class UK rail travel will not need authorisation; neither will UK hotel stays below a set rate (TBD). Other booking methods will still require authorisation.
- 1<sup>st</sup> class UK rail travel booked via the TMC will require authorisation from the appropriate budget holder.
- We will look to stand down the ITRS system (travel insurance) at go-live as the insurance information needed by the University is provided by the TMC

### Benefits of using the TMC

- The TMC offer a 'best price' guarantee (where the conditions of travel are the same)
- The framework agreement entitles us to significantly lower admin charges for the same services we were receiving before. Based on 2014, this would be a saving of approx £44k for 2015.
- The Co-Op offers some preferential rates (e.g. 5% off all Travelodge rooms) that will be passed onto us as soon as we start using the new system
- The process for booking travel will be more efficient by staff contacting the TMC direct (rather than using finance as an intermediary).
- The process will be more transparent as bookers will be able to monitor the progress of their booking.
- There will be better risk management support in the event of an incident
- Improved Value for Money (TMC has access to wide variety of booking agents and can negotiate good rates due to their volume of purchasing).
- The process for obtaining insurance documentation will be built in to the booking process resulting in improved efficiencies (staff will no longer have to use the ITRS system to request insurance).
- Payment/purchase order will not be required at the time of booking. All staff travel will be booked 'on account'.

We will be delivering a number of system demonstrations at the beginning of February, the dates and times of which are below and can be booked via the [Core Portal](#). These demonstrations will be supported by Co-Op Travel Management who have extensive knowledge of both system and the travel industry. Hands-on training sessions will follow toward the end of February.

### DEMOS

Date	Morning	Room	Afternoon	Room
02/02/2015	11:00 – 12:00	City - Owen 1033	13:30 – 14:30	City - Cantor 9132
03/02/2015	11:30 – 12:30	City - Stoddart 7138	14:00 – 15:00	City - Owen 1032
04/02/2015	11:00 – 12:00	Collegiate - RWB F514	13:30 – 14:30	Collegiate - HC.0.33
05/02/2015	11:00 – 12:00	Collegiate - RWB F516	13:30 – 14:30	Collegiate - RWB F520
06/02/2015	11:30 – 12:30	City - Owen 920	14:00 – 15:00	City - Cantor 9003
09/02/2015	11:30 – 12:30	Collegiate - RWB F516	13:30 – 14:30	Collegiate - RWB F516
10/02/2015			13:30 – 14:30 15:00 – 16:00	City - Owen 922 City - Owen 920
11/02/2015	11:30 – 12:30	City - Cantor 9129	13:30 – 14:30	City - Cantor 9129
12/02/2015	11:30 – 12:30	Collegiate - HC.0.15	14:00 – 15:00	Collegiate - HC.0.14
13/02/2015	11:00 – 12:00	City - Stoddart 7506	13:30 – 14:30	City - Stoddart 7506

If you have any queries please contact [Finance](#).