

King's Business Travel Booking Process Overview

Effective from 25 June 2025

1

Use the [Travel Decision Tree](#) and [Travel Hierarchy](#) to make an informed choice about how and if you will travel

Consult the [Travel Intranet site](#) for guidance

- See [King's Sustainable Travel Policy](#).
- See [King's Expense Policy](#).

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3

Read the [Travel Risk Guidelines](#) and complete the [Travel: General Safety & Risk Security Awareness](#) training module.

[Complete the Business Travel Authorisation Form in Helix](#)

This covers:

Sustainability; Global Mobility (staff only); Travel Risk Assessment

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If destination country is high risk (any part of country has red or amber zone as per FCDO travel advice), [contact the Insurance Manager](#) at this stage

Seek formal financial authorisation by raising a Purchase Order in [Business World](#)

Book your travel via the [Key Travel Online Booking Tool](#) or book your own travel (where the destination is high risk, booking via Key Travel is mandatory)

Book in line with [King's Sustainable Travel Policy](#) and [King's Expense Policy](#).

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7

Complete the Business Travel Insurance Application in Helix (there are separate forms for [students](#) and [staff](#))