



KEY TRAVEL



THE UNIVERSITY
of EDINBURGH

Your dedicated team based in our Edinburgh office can be reached on:

E – edinburgh@keytravel.com

T – 0161 819 8835

The dedicated full service team are made up of:

Sandra Milliken, Lawrie King, Boglarka Fekete, Clare Monro

You could speak to any of the agents above if calling the Edinburgh team or receive a response to your email through edinburgh@keytravel.com. Please remember that in busier times you may on occasion speak to other agents in the Edinburgh office out with your dedicated team. Your dedicated team deal with your booking from quote stage through to making the booking and after the booking has been made. The team are there to handle your requests end to end and are delighted to be working with the university in this way. Should you have other queries relating to Visa's, group or event travel details can be found here: <https://www.keytravel.com/media/3470/university-of-edinburgh-team-contact-sheet.pdf>

The team are managed by:

Dean Masterton – Team Manager
dmasterton@keytravel.com

Rebecca Smith – Assistant Team Manager
rsmith@keytravel.com

Both Dean and Rebecca are there for you if you have any operational/service issues

Strategic Partnership Manager:

Laura Macpherson – Strategic Partnership Manager
lmacpherson@keytravel.com

Laura is available to deal with any requests you might have on travelling with the University. Although unable to provide quotes or make bookings should you feel at any time that you are unhappy with any element of service please email Laura with Dean Masterton in copy.

How to get set up as a booker with Key:

*To be added into the system as a booker please contact bookers@keytravel.com with full name, email address, department and contact telephone number. This will give you access to the online tool as well as the ability to book through the Edinburgh team. Should you require training or an overview of the online booking tool please contact **Laura Macpherson**.*

Please also remember that every member of staff has access to the 24 hour emergency number:

0207 843 9602