

## YOUR NEW WAY TO BOOK & MANAGE IPSA FUNDED RAIL TRAVEL ONLINE

The Parliamentary Travel Office (PTO), serviced by Reed & Mackay, has launched two simple tools to allow Members and their staff to book and manage IPSA-funded rail travel on demand.

### 1 - THE DETAIL

The service, accessible online or via the app, gives Members and their staff access to results across the UK rail network. It also ensures you can easily make reservations that suit your needs, such as access to a table, power socket, WiFi and more.

### 2 - HOW TO GET STARTED

It is easier than ever to book your next trip. Follow the process below to activate your account and log in to the Online Booking Tool or the R&M/Mobile app.

#### STEP 1 - ACTIVATE ACCOUNT

Click the link below, then select 'Activate your account' to input your Parliamentary email address before creating a unique, memorable password.

[CLICK TO ACTIVATE ACCOUNT](#)

#### STEP 2 - BOOK ONLINE

Log in using the link below, then select the large button on the right-hand side that says 'R&M/Book!'. Then, follow the screens to book travel.

[CLICK TO LOG IN](#)

Don't forget to save this link to your favourites for easy access.

#### STEP 3 - DOWNLOAD THE APP

Scan the QR code to download the **R&M/Mobile** app, sign in using your details to book and view upcoming trips, access eTickets and receive notifications.

[SCAN TO DOWNLOAD](#)



### 3 - ACCESS TRAINING

To learn more about how to book and manage travel using R&M/Book consider reviewing the videos or page detailed below:

- [Watch the step by step video on how to book rail online](#)