



REED & MACKAY
A Navan Company



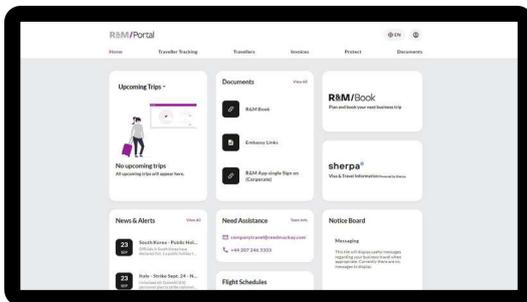
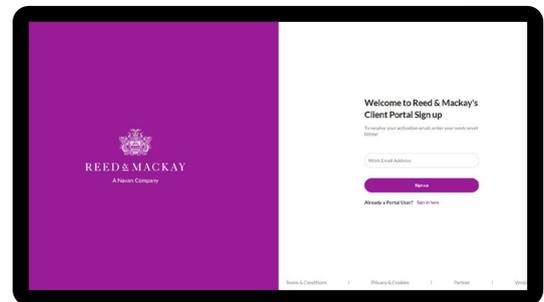
**UK
Parliament**

Get started in three simple steps.

1.

Create your online account

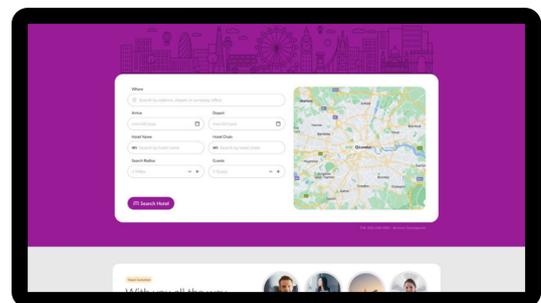
Register using your UK Parliament email address at clientportal.reedmackay.com/signup for instant access to R&M/Portal, our online platform. If your primary contact email address with IPSA is not your Parliamentary email address, please amend with IPSA online first and allow 24 hours before creating your online account.



2.

Complete your traveller profile

When registered, activate your account through your email. When logged in, go to the icon to the right of the language selection (top right) to complete or update your traveller profile.



3.

Get started!

You're all set for your next trip! Choose, reserve and manage your air, rail and hotel bookings with R&M/Book.

GET STARTED

When on the go, try the Parliamentary Travel Office's App to view tickets, display itineraries and receive key updates – the perfect companion to the main online booking platform.





Hotel check-in process.

1.

Ahead of arrival, we encourage all travellers to download the R&M App, where you can retrieve the **virtual card details**, ready to show to the hotel at check-in (if required).

2.

When checking in, travellers should advise the hotel that the booking was made by the Parliamentary Travel Office, and that the card details should be in the booking.

You can then show the virtual card in the R&M App: you can show both the FRONT and BACK of the card

3.

Hotels should accept virtual cards. If there are any problems at check-in, travellers can always call Reed & Mackay using the dedicated telephone number (0207 219 4232) and one of the team will be pleased to speak to the hotel to clarify anything regarding the billing arrangements.

PLEASE NOTE: Room & Taxes will have been arranged, travellers will also be asked to provide either a personal card or a cash deposit to secure payment of extras that are not covered by the virtual card (e.g. room service, laundry). Any additional items should be claimed via expenses, within your policy guidelines. If the hotel reservation has been made within 48hours of arrival, please be prepared that you may be required to settle the account directly and claim back through your expenses.