

Your Diversity Travel Services...



THE LONDON SCHOOL
OF ECONOMICS AND
POLITICAL SCIENCE ■



Making a Booking

1. Advise the Bay reservations team that you are booking transport/ accommodation for an interview at LSE and send through the letter or email confirming your interview.
2. Confirm the dates and times you would like to travel. It's helpful to know how flexible you can be with travel times. If you are entitled to accommodation as well as transport under the HR policy, please advise Bay Team.
3. If you're booking an international flight, please provide your surname and first name as they appear on your passport, your passport number, issuing country, nationality and date of birth.
4. Please confirm with the Bay team when you are ready to go ahead with the proposed itinerary. Any request different to that proposed will need to be approved by LSE HR Operations.
5. LSE will be invoiced for the travel – there is no need to make payment yourself.
6. You will receive your tickets / hotel vouchers.

Reservations Team

Your dedicated reservations team, Bay, are expert travel consultants who will work with you from the start of your enquiry to the end of the booking process.

For quotes and bookings, contact the Bay reservations team on:

Tel: **+44 (0)20 3544 3545**

Email: bay@diversitytravel.com

8.45am – 5.30pm
(Monday to Friday)

24/7 Emergency Support

Our out-of-hours service is operated by Diversity Travel consultants 24 hours a day, 365 days a year.

Tel: **+44 (0)161 300 8258**

