



Your Corporate Traveller Services...

Making a booking for interview travel:

LSE department / division hiring:

- Contact Corporate Traveller and provide the list of candidates for the vacancy in question.

For interviewees:

- Advise the Corporate Traveller team that you are booking transport/ accommodation for an interview at LSE.
- 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 policy, please advise Corporate Traveller.
- If you're booking an international flight, please provide your full name as it appears on your passport, your passport number, issuing country, nationality, and date of birth as well as your mobile number.
- Confirm with Corporate Traveller 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 (humanresources@lse.ac.uk).
- LSE will be invoiced for the travel – there is no need to make payment yourself.
- You will receive the confirmation of all your travel and accommodation details by email.
- Please see the limits of the Regulations for Interview Expenses [here](#).

Corporate Traveller - Reservations Team

Your dedicated reservations team 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 Corporate Traveller reservations team on:

Email: lsetravel@corptraveller.co.uk

Telephone: +44 (0)20 7324 8400

8.30 am - 6.00pm
(Monday to Friday)

Emergency Support

Travel Consultant hours are 8.30 am - 6.00pm.

Our out-of-hours calls are re-directed to our emergency out of hours team. Out of hours teams will deal with emergencies and a new booking within 48hrs Tel +44(0)207 324 8400.