

# NuTrip Travel Approval for OCS/OCL & PD Funding Scheme

**1** Process through Nutrip until you get to this section

**2** Ensure 'Personal Contribution' is checked

The screenshot shows the 'Budget' section of the 'Create New Trip' form. At the top, there is a progress bar with four steps: 1 Details, 2 Destinations, 3 Budget (highlighted in blue), and 4 Approval. Below the progress bar, the 'Total Budget' is set to 'AUD 0.00'. There are two dropdown menus: 'Cost centre' with '01 Flinders University' selected, and 'Trip currency' with 'AUD - Australian Dollar' selected. Below these are four checkboxes: 'Operationally Funded', 'Research Grant Funded (Tied)', 'Externally Funded (Direct)', and 'Personal Contribution' (checked). Underneath is a table-like structure with three columns: 'Budget Type \*' (dropdown), 'Funding Source \*' (dropdown with 'Personal Contribution' selected), and 'Enter amount \*' (input field with '0'). Below this is a checkbox for 'Fund code exempted' which is checked. At the bottom right are 'CANCEL' and 'ADD' buttons.

**3** Ensure 'Fund code exempted' is checked

**4** Choose 'Personal Contribution' in this dropdown

*\* Make sure you add in multiple entries in this section to capture both flights and accommodation if necessary*