

DOMESTIC TRAVEL

A SIMPLER,
FASTER,
SAFER WAY TO
APPROVE
DOMESTIC
TRAVEL

TRAVEL APPROVAL USE THE 3-STEP PROCESS

To approve Domestic Travel, requests will come to an authorised person by one of the following methods:

- Online form via Travel website
- Email
- Manual Travel Approval Form (non preferred supplier option)

Class Of Travel

The standard for all air travel is economy, and travellers must choose the 'best available fare'. Any exceptions must be approved by the relevant SET member.

To DELEGATE your Authority to another Authorised Person, contact Finance & Procurement.

STEPS FOR NON COMPLIANT TRAVEL APPROVAL

As an authorised person you are delegated to authorise through preferred travel management companies (TMC) ONLY. Any travel that is not booked through our preferred TMC, requires approval by a Senior Executive Team Member.



Contact Details

Who: Finance & Procurement Service
Enquiries: <https://serviceone.flinders.edu.au/travel-query/>
Web: staff.flinders.edu.au/travel

1

RECEIVE

Receive domestic travel request from the traveller advising, when, where and why they are travelling with estimated costs. The request should be made prior to any travel bookings occurring.

2

ASSESS

Is the travel in accordance with the Travel Policy and meets the following:

- is for university business
- is necessary
- does not interfere with usual work responsibilities and necessary arrangements are in place
- will be booked through a University preferred travel management company (unless non compliant approval form is submitted to approve non compliance)
- Estimated costs are reasonable, based on appropriate class of travel and are within budget
- Location is safe or safety risks considered

3

RESPOND

If you are satisfied that the travel is in accordance with the policy,

APPROVE the travel request by emailing the requester directly.

If travel is not in accordance with policy,

DECLINE by emailing the requester directly providing reason for the decline / referencing policy where possible.

IF FURTHER INFORMATION REQUIRED, email the requester directly clearly stating what additional information is required for the request to be considered.

HOW TO
GET STARTED

Request Access
via

serviceone

Visit the Website

Business Travel by

<https://www.booktravelonline.com.au/Login/flinders>



<https://pht.serko.travel/Login/FLINDERS>

Download the Serko App

