

# DOMESTIC TRAVEL

A SIMPLER,  
FASTER,  
SAFER WAY TO  
BOOK  
DOMESTIC  
TRAVEL

## BOOKING ON BEHALF OF OTHERS

### USE THE NEW 3-STEP PROCESS

To use the simplified domestic travel approval process, you need to:

book via one of the University's current preferred suppliers; Business Travel by STA or Phil Hoffmann Business Travel

and

use their online booking tool Serko



#### Contact Details

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

# 1

### GATHER

Find out the traveller(s) requirements for domestic flights, accommodation and/or car hire. They'll also need to provide you with the written approval for their travel from an Authorised Person.

# 2

### BOOK

Use Serko to book your domestic flights, accommodation and car hire or use the Travel Management Company's contact centre for more complex bookings. You and the Traveller will receive a confirmation email and itinerary.

# 3

### BON VOYAGE

Let your travellers know to download the Serko mobile app before they depart. It'll give them easy access to their itinerary and more.

HOW TO  
GET STARTED

Request Access  
via

serviceone

Visit the Website

Business Travel by STA

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

Phil Hoffmann  
business travel

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

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