

DOMESTIC TRAVEL

A SIMPLER,
FASTER,
SAFER WAY TO
BOOK
DOMESTIC
TRAVEL

SOMEONE'S BOOKING MY TRAVEL

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

1

APPROVAL

Seek written approval from your Authorised Person via the online form on the travel webpage. Tell them why, where, when, and give an estimated cost.

2

SUPPLY INFO

Send the booker all the details they'll need to book your flights, accommodation and/or car hire, including your written approval.

They'll book via Serko. You'll get a confirmation email and itinerary.

3

BON VOYAGE

It's travel time! Before you depart, get the Serko app for your mobile or tablet for easy access to your itinerary 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>

Download the Serko App

