Contents

Information for Travelers – Student/Guest Travel

Step One – Plan your Travel

Prepare an estimated budget. Quotes for airfares, accommodation and car hire must be obtained from Corporate Travel Management

Step Three – Source Travel Approval

Collate supporting documentation and submit all paperwork to dtestravel@jcu.edu.au.

Step Four – Booking Travel

Access Concur and complete a booking request for all airfares, accommodation and car hire. Ensure you attach your approval email to your booking request.

if accommodation, airfare or car hire bookings are not made through Concur, the university may not cover the associated costs.

Accommodation is charged on check out. This means you will either need to use a corporate credit card or your own card/cash for payment.

Step Five – Prepare for Travel

If you have r

DTES TRAVEL REQUIREMENTS

Email dtestravel@

HSE Field Trip Definition

HSE-PRO-007 Extract

Any approved work / activity for the purpose of work, study or research that is conducted by JCU staff, postgraduate and undergraduate students and volunteers at various field sites which are off-campus. This includes urban, rural, terrestrial, freshwater marine or remote locations.

A location may be considered remote if assistance cannot be provided within half an hour in an emergency situation.

In the context of this Procedure, a field trip does not include:
• Inter-campus travel (Townsville, Cairns, Singapore)
• Urban office locations
• Non campus meetings
• Attending conferences
• Visits to an urban area where the participants are considered to be an audience
• Location reconnaissance in an urban area
• Travel within an urban

How to prepare supporting documentation

Risk Assessment (Riskware)

Attach your riskware entry. Do this by selecting the "print" button and choosing "expansive format".
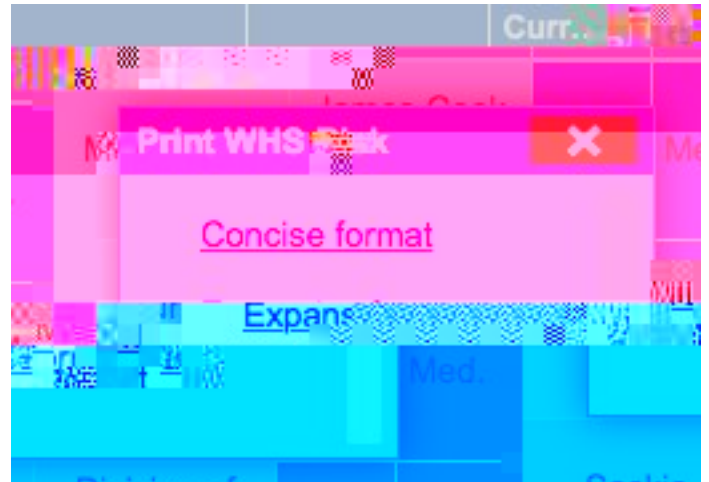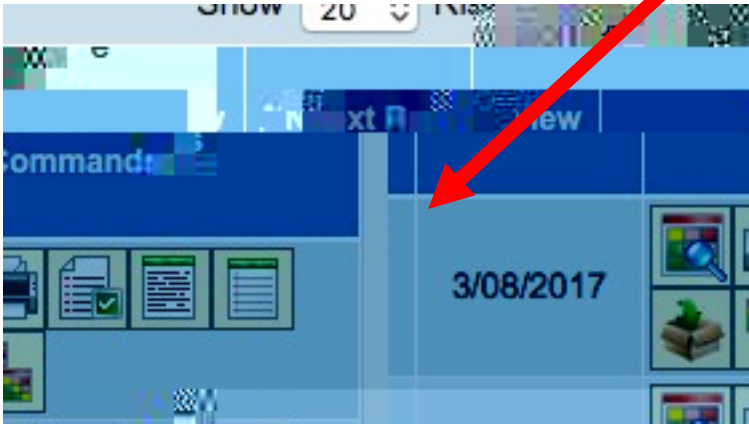
Field Trip Record

To print a Field Trip from the Field Trip Register, go to the right hand column called 'Commands' and select the 'Print Field Trip' icon.
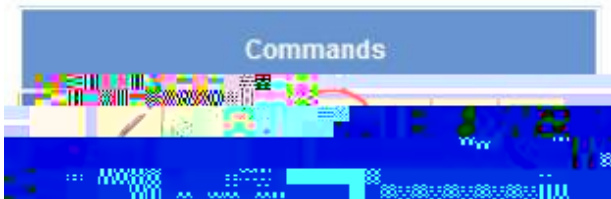
Smart Traveller DFAT Advice

Go to:http://smartraveller.gov.au/Pages/default.aspx

Navigate to the country you are travelling to and take a screen shot of the "Advice Levels".

Advice levels

...er your need to travel ⌄	Porgera Township, reconsid...
...sider your need to ⌄	Tari in Hela Province, recons... travel

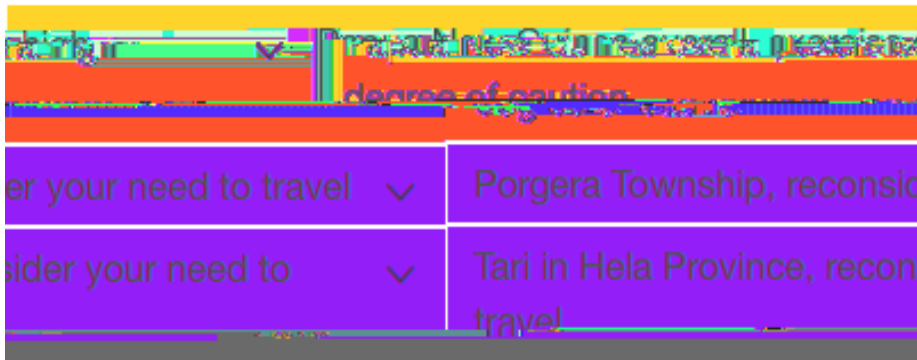## Statement confirming no travel to areas classed as "Reconsider your need to travel" or "Do not travel"

Create a word document and type in a statement confirming that you are not travelling to areas classed as "reconsider your need to travel" or "do not travel".

Example statement:

I can confirm that during my trip to Papua New Guinea scheduled for Jan 15 – Feb 20 I will not be travelling to any areas classed as "reconsider your need to travel" or "do not travel"

OR

I can confirm that during my trip to Papua New Guinea scheduled for Jan 15 – Feb 20 I will be travelling to the Porgera Township which is currently classed as "reconsider your need to travel". My risk assessment includes additional measures to mitigates the risks of travelling in this area.

Save the word document as a PDF

Travel Justification Statement

Create a word document and type in a statement about why this travel has to occur to this destination at this time. What other destinations have been considered? What other travel periods have been considered?

Save the document as a PDF.

Cognos Screen Shot

Go to the JCU Staff Homepage.

Click on the COGNOS tile.

Log in using your username and password.

Click on the Finance tab.

Click on 'Account List Search'

Type in the ORGU PROJECT and FUND of the account you intend to use to cover your travel expenses and click FINISH

Click on the name of the account

Take a screenshot

Ensure date is captured

Balances below are exclu...

Current Opening Balance   Budget Available to Spend   Add Income   Less Expenditure   Current Balance of Account

Commitments

Travel Request Form

Traveller Details

Full Name	_____
College	_____
Student Number	_____
Mobile Number	_____
Email Address	_____

Emergency Contact Details

Contact Name	_____
Relationship	
Mobile Number	_____

Reason for Travel _____

Number of Attendees _____ Additional attendees need to be listed on the "Other Attendees" page

Dept Date	Origin Country	Origin City	Travel Method	Arrival Date	Destination Country	Destination City

Will this trip include a component of private travel?

Expense Code - Description	ORGU	Project	Fund	Budget Amount	Payment Method*

Comments

$ 0 Budget Total

* Payment Method:
FABs Central Card - all flights and car hire
Travel Credit Card - if you have a JCU corporate credit card, this should be used to cover your travel expenses
OIC Credit Card - if someone travelling with you has a JCU corporate credit card, this should be used to pay for your expenses where possible.
Request Travel Credit Card - if you don't have a JCU corporate credit card, you can request one (conditions apply)
Creditor payment (invoice) - recommended for large amounts or for suppliers who don't accept credit card.
Reimburse Upon Return - you will pay for the expense and seek reimbursement upon completion of travel
Travel Officer Credit Card - if the above opti

Other Attendees L.0027 (t)2 (held)w 17 (L.0027 t)]

Private Travel

The University will not pay for any personal or private expense incurred while undertaking University travel.