Contents

Information for Travelers Student/GuestTravel
Step One -Planyour Travel
Step Two -Complete TraveRequesForm2
Step Three SourceTravelApproval2
Step Four BookingTravel
Step Five Preparefor Travel
Step Six UndertakeTravel
Step Seven Acquit/ReconcileTravel
Corporate Travel Manageme@ontactDetails
DTESTRAVEREQUIREMENT.S
HSE Fieldrip Definition
How to prepare upporting documentation
RiskAssessmen(tRiskware)6
FieldTripRecord
Smart TravelleDFATAdvice
Statement confirming no travel to areas classed as "Reconsider your need to travel" root" Devel"7
TravelJustificationStatement
CognoScreerShot8

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 Corporated arragement (CTM). For domestic travel visit https://www.alluretravel.com.faor international travel, create a booking request in Concur. Entering your details in Concur will send a request to CTM for a quote.

Please Note: no bookings are to be made at this time only quotes.

In preparing your estimated budget, keep in mind available funds in the account and JCU daily limits:

Accommodation \$250 per night

Meals and Incidentals \$100 (full day), \$60 (part dTraveller departed after 9am or returned before 5pm)

Step Two -Complete Travel Request Form

Step Three Source Travel Approval

Collate supporting documentation and submit all paperworkstestravel@jcu.edu.auEnsure you attach the necessary supporting documentation. A list of supporting documentation is provided in the DTES Travel Requirements table in this package.

dtestravel@ will source the necessary approvals for you. You will eeaeiemail from dtestravel@ once your travel is approver.

Ensure you keep the fully approved Travel Request as you will need it to acquit your travel.

Step Four Booking Travel

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

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

Please Note: 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 requested a corporate credit card ensure you follow this up with the Catepore Credit Card team on extension 15293 prior to departure.

If you have incurred out of pocket expenses prior to travel (eg. Conference registration), seek reimbursement by completing a Expense Report in Concur.

Step Six Undertake Travel

Ensure all acceipts for expenses are kept. Receipts must meet the Australian Taxation Office requirements and must not be EFTPOS receipts (receipt that is received when making payment by credit card).

If you are travelling to a remote international destination we **merco** end taking a receipt book so the details of the purchase can be written down and signed by the supplier.

Please review the information at: https://w-6 ge2 (scBD bo)HQ)2(n)u. (e)2aern aTd (TjE P

DTES TRAVEL REQUIREMENTS

	FIELD TRIP*		MEETING/CONFERENCE	
	STAFF	STUDENTS	STAFF	STUDENTS
Approval Method				
	Email dtestravel@	Travel Request Form	Domestic:Verbal from Supervisor International: Email dtestravel@	Travel Request Form
Supporting documentation**				
RISK ASSESSMENT (Riskware)	9		ONLY for DFAT level: "reconsider travel" or "do not travel"	
FIELD TRIP RECORD	9		n/a	
Smart Traveller DFAT advice	For allinternational travel		For all international travel	
Statement confirming travel to areastassed as "Reconsider your need to travel" or "Do no travel"			For all international travel	
Travel Justification Statement	Only iftravelling to areas classed as "reconsider travel" or " not travel"		Only if travelling to areas classed as "reconsider travel" or "do no travel"	
COGNOS screenshot	9	n/a	9	n/a
Private Travel FBT Assessment***	9 n/a		9	n/a

HSE Field Trip Definition

HSEPRG007 Extract

Field trip definition: 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.

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

The following types of travel are <u>not</u> considered field trips:

In the context of this Procedure, a field trip does not include:

- Inter-campus travel (Townsville, CairSsingapore)
- Urban officelocations
- Non campusmeetings
- Attendingconferences
- Visits to an urban area where the participants are considered to baudience
- Location reconnaissance in an urbanea
- Travel within an urbaarea

• Travel to research stations for notive ld or laboratory work activity e.g. meetings / maintenance work on build

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 th '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".

Cognos Screen Shot Go to the JCU Staff Heeppage.

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

Ensure date is captured

Click on the name of the account

Take a screenshot

NOTE: If you are unable to access COGNOS for the account in question, please advise dtestravel@ at the time of submitting your travel information.

Travel Request Form

Traveller Details	Emergency Contact Details
Full Name	Contact Name
College	Relationship
Student Number	Mobile Number
Mobile Number	
Email Address	

Reaso -0 0 10.08 45.6 736.10.08 45.6sw 10.08 -Tw 10.08 -0 0 10.08 11 10.08 119Ty()Tj ET 10.08 81.84 704.64 Tm ()Tj ET EMC /

Other Attendees List

This list should be completed if there are other travellers who have the same Travel details as those noted on the travel request.

If the other attendees have different travel plans they will require a separate travel request and cannot be included here

You do not need to complete the attendee list if all of the attendees are listed in the Field Trip Module information.

NAME	POSITION	ROLE

Private Travel

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

Where an amount charged to the University is deemed to be private and also includes GST, the amount repaid to the University must be calculated on the GST-inclusive cost. Such repayments will therefore include GST.

Please indicate below the Private component of your trip.

Travel Diary

A travel diary must be provided if you will be undertaking any non-JCU business activity during work hours or you are travelling on weekends.

The Location of Activity should indicate, at a minimum, the city and country that the main activity is/was undertaken.

Complete the Travel Diary for each day of travel inclusive of weekends and private travel component. Where the nature of the activity is the same for a period of days (eg. Attend Conference for 3 days), the traveller may complete one line of the itinerary for that period of time. Where there is more than one activity on a day (eg. Attend Seminar and Attend Meeting), each different activity for that day must be entered on a separate line.

NATURE OF ACTIVITY	START DATE	START TIME	FINISH DATE	FINISH TIME	LOCATION OF ACTIVITY
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