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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 Management (CTM). For domestic travel visit <https://www.alluretravel.com>. For 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 day) Traveller departed after 9am or returned before 5pm)

Step Two Complete Travel Request Form

Step Three Source Travel Approval

Collate supporting documentation and submit all paperwork to dtestravel@jcu.edu.au. Ensure you attach the necessary supporting documentation. A list of supporting documentation is provided in the DTES Travel Requirements table in this package.

dtestravel@jcu.edu.au will source the necessary approvals for you. You will receive email from dtestravel@jcu.edu.au once your travel is approved.

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 airfare, accommodation 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 Corporate 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 receipts 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 recommend 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://www.pay.gov.au/ncs/BD/101>

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 all international travel		For all international travel	
Statement confirming travel to areas classed as "Reconsider your need to travel" or "Do not travel"	For all international travel		For all international travel	
Travel Justification Statement	Only if travelling to areas classed as "reconsider travel" or "do not travel"		Only if travelling to areas classed as "reconsider travel" or "do not 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 not considered field trips:

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 in an audience
- Location reconnaissance in an urban area
- Travel within an urban area
- Travel to research stations for non field 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 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”.

Cognos Screen Shot

Go to the JCU Staff Home page.

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

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

Emergency Contact Details

Contact Name _____
Relationship _____
Mobile Number _____

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