

Information for Travelers – Student/Guest Travel

IMPORTANT Timeframes to Remember:

DOMESTIC travel – begin the completion of relevant forms and sourcing of approvals a minimum of **3 weeks prior to travel**

INTERNATIONAL travel – begin the completion of relevant forms and sourcing of approvals a minimum of **6 weeks prior to travel**

Step One – Plan your Travel

Prepare an estimated budget. Quotes for airfares, accommodation and car hire must be obtained from Corporate Travel Management (CTM). Contact details for CTM are on page 02. **Please Note:** no bookings are to be made at this time only quotes.

Step Two – Complete Travel Request Form

Download a Travel Request Form from: <https://www.jcu.edu.au/financial-and-business-services-internal/idcplg110.pdf>

Hints for filling out the travel request form:

- Trip Tracker Number – is only required and is **mandatory for research-related (field) trips**
- Comments Section--- note if a cash advance or reimbursement before travel will be required for any of the budget expenses. Cash advances are only available in exceptional circumstances (travelling to areas with no credit card facilities). Please note that cash advances and reimbursements will take at least two weeks to process.
- Travel Request Form --- Part 2 (2nd page) – is completed upon return when reimbursement is required
- Travel Diary (3rd page) – is only completed when business travel includes an element of Private Travel
- Other Attendees – to be completed by the OIC (Officer in Charge) of Field Trips and should include the names of the students and/or guests whose travel dates and modes match those noted at the top of Part 1. If the travel details of any of the Other Attendees differ, or if they will be claiming reimbursements for travel expenses, they will need to complete their own Travel Request Form.

IMPORTANT – Sign the form electronically. Forms that are not digitally signed will be returned.

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

Supporting documentation includes that listed in the attached *DTES TRAVEL REQUIREMENTS* document plus:

- Private motor vehicle: If using your own private vehicle as a method of travel, the attached Private Motor Vehicle form needs to be completed.
- If you are a new traveler complete the attached *Travel Profile Template* and forward with your travel request so we can create a travel profile.
- If you intend to seek a reimbursement and have not previously received payments from the university, complete the attached *Domestic Creditor Form*.

Submit these forms, along with your Travel Request Form to dtestravel@jcu.edu.au

You will receive an email confirmation of receipt of your form within 48 hours. If you do not receive confirmation within 48 hours, please call Margaret 4781 5039 or Tammy 4781 6385

Once processed, you will receive a Travel Request number.

Step Four – Booking Travel

Confirm your travel bookings through Corporate Travel Management. You **MUST** quote the travel request number allocated by our team in order to finalise your booking. Bookings will not be confirmed without this number. **Please Note:** if accommodation, airfare or car hire bookings are not organised through Corporate Travel Management Company (CTM), the university may not cover the associated costs.

Please note that accommodation is charged on check out and will normally be refunded upon return from travel. **CTM do not pay for accommodation.**

Step Five – Prepare for Travel

If you have requested a cash advance or need to be reimbursed for out of pocket expenses prior to travel, ensure you have followed this up by contacting dtestravel@jcu.edu.au who can confirm payment dates.

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.jcu.edu.au/global-mobility/how-do-i-apply/travel-insurance-and-jcu-customer-care-medical-assistance-membership> prior to travel

Step Seven – Acquit/Reconcile Travel

Within 14 days of your return, scan all receipts and complete the reimbursement spreadsheet (this will be sent to you upon your return) and email to dtestravel@jcu.edu.au for processing.

Please Note: Expenses relating to private travel or that are not incidental to your trip will not be reimbursed



Corporate Travel Management

Office Hours: Monday to Friday, 0800 to 1800 hours

Phone: 1300 546 094

Email: jcu@travelctm.com

24 Hour Emergency: Toll Free 1800 663 622

DTES TRAVEL REQUIREMENTS

- Determine if travel involves a field trip (see below definition)
 - **If yes:** consult blue field trip columns in Table 1 (domestic) or Table 2 (International) for travel requirements.
 - **If no:** consult black travel columns in Table 1 (domestic) or Table 2 (International) for travel requirements.

Note: a risk assessment in riskware is required for all field trips and for all international travel where the DFAT travel warning is “reconsider

- **Field trip definition:** Any approved work / activity for the purpose of work, study or research that is conducted by JCU staff, postgraduates 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:** those that occur in locations where medical assistance cannot be provided within half an hour in an emergency situation due either to location, time or nature of field trip.
- **The following types of travel are not considered field trips:**
 - i. Inter-campus travel (Townsville, Cairns, Singapore)
 - ii. Visits to urban office locations
 - iii. Non-campus meetings (*except in remote areas)
 - iv. Attending conferences
 - v. Visits to urban areas where participants are considered to be an audience
 - vi. Location reconnaissance in an urban area
 - vii. Travel within an urban area
 - viii. Travel to research stations for non-field or laboratory work (eg meetings/maintenance work on buildings)

travel” or above.

DOMESTIC TRAVEL REQUIREMENTS

	DOMESTIC FIELD TRIP		DOMESTIC MEETING/CONFERENCE*	
	STAFF	STUDENTS	STAFF	STUDENTS/GUESTS
Submission method				
FRAEDOM TRAVEL REQ	✓***	n/a	✓	n/a
TRAVEL REQUEST FORM (dtes.travel@jcu.edu.au)	n/a	✓	n/a	✓
Supporting documentation**				
RISK ASSESSMENT (Riskware)	✓	✓	n/a	n/a
FIELD TRIP TRACKER APPROVAL	✓	✓	n/a	n/a
FIELD TRIP TRACKER RECORD	✓	✓	n/a	n/a

INTERNATIONAL TRAVEL REQUIREMENTS

	INTERNATIONAL FIELD TRIP		INTERNATIONAL MEETING/CONFERENCE*	
	STAFF	STUDENTS	STAFF	STUDENTS
Submission method				
FRAEDOM TRAVEL REQ	✓***	n/a	✓	n/a
TRAVEL REQUEST FORM (dtes.travel@jcu.edu.au)	n/a	✓	n/a	✓
Supporting documentation**				
RISK ASSESSMENT (Riskware)	✓	✓	ONLY For DFAT level: “reconsider travel” or “do not travel”	ONLY For DFAT level: “reconsider travel” or “do not travel”
FIELD TRIP TRACKER APPROVAL	✓	✓	n/a	n/a
FIELD TRIP TRACKER RECORD	✓	✓	n/a	n/a
Smart Traveller DFAT advice	✓	✓	✓	✓
Statement confirming travel to areas classed as “Reconsider your need to travel” or “Do not travel”	✓	✓	✓	✓
Travel Justification Statement	ONLY For DFAT level: “reconsider travel” or “do not travel”	ONLY For DFAT level: “reconsider travel” or “do not travel”	ONLY For DFAT level: “reconsider travel” or “do not travel”	ONLY For DFAT level: “reconsider travel” or “do not travel”

* not including research related activities (biological or environmental sampling, boating/diving, four wheel or off road driving etc).

** Supporting documentation to be attached to travel request submission, either in Fraedom (staff) or via email to dtes.travel@jcu.edu.au (students and guests)

*** When submitting a Fraedom trip for a Field Trip, ensure that the “Description” includes the words “field trip”

How to attach travel documentation to Freedom Travel Request

1. Complete your Freedom Travel Requisition as per the instructions at https://www.jcu.edu.au/student-services-directorate-internal/resources/business-process-library/how_to2/jcu_148253.pdf
2. At Step 20, on the *Coding* tab you will need to attach your travel documentation as per the *DTES Travel Requirements*.

Expense Type	Coding	Summary	Approval
Orgu.Project.Fund	Use Code	Amount Incl	GS
Line 1	<input type="text"/>	<input type="text"/>	<input type="text"/>
Line 2	<input type="text"/>	<input type="text"/>	<input type="text"/>
Line 3	<input type="text"/>	<input type="text"/>	<input type="text"/>
Line 4	<input type="text"/>	<input type="text"/>	<input type="text"/>
More..	Balance	<input type="text"/>	<input type="text"/>

Expense Description

demo international

Attach documents here

3. Continue through the subsequent steps to complete and submit your travel requisition.

Attachments

FTT record

Do this by selecting the “show printable” link in your FTT record and printing the screen to PDF.

Print	
Print whole form	Show printable
Print dive plans	Select personnel
Print emergency contacts	Pre-select personnel
Print personnel list	All personnel

FTT approval

Do this by taking a screen shot of the “Overall approval status” section.

Overall approval status		Submitted 03/08/2012, 06:18
Safety Officer	Jenni Paul (D: Susan Kelly)	Trip approved
Authorised Officer	Robert Ennis-Thomas	Approved
Head of School	Michael Liddell	Approved

Riskware Record

Attach your riskware entry. Do this by selecting the “print” button and choosing “expansive format”.

The screenshot shows a table with columns for 'Next Review' and 'Commands'. A red arrow points to a printer icon in the 'Commands' column. A dialog box titled 'Print WHS Risk' is open, showing two options: 'Concise format' and 'Expansive format'.

DFAT Information:

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

Papua New Guinea overall, exercise a high degree of caution	▼
Porgera Township, reconsider your need to travel	▼
Tari in Hela Province, reconsider your need to travel	▼

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.

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”.

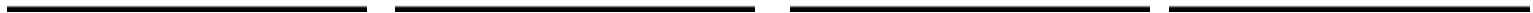
Example statement:

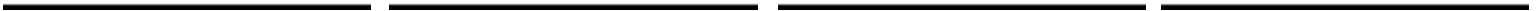
I can confirm that during my trip to Papua New Guinea scheduled for Jan 15 – Feb 20 I will not be travelling to any areas classed as “reconsider your need to travel” or “do not travel”

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 Profile (as at 17.10.16)

(Please check and return to dtestravel@jcu.edu.au)

Travel office to email to: travel@jcu.edu.au

FULL NAME	
STUDENT STAFF OF GUEST	
FUNCTION (Traveller or Travel Arranger	
Organisation Unit (ORGU)	
Email Address	
Mobile Number	
Location (Primary JCU Location/Campus	

