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# 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). For domestic travel visit <https://www.alluretravel.com.au>. 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

Extract the Travel Request form from this document to complete it.

Hints for filling out the travel request form:

- Number of attendees – indicate here the number of other attendees who have the same travel details as you. If the other attendees have different travel plans they will require a separate travel request. Ensure you complete the details on the *Other Attendees* page (you do not need to complete the attendee list if all of the attendees are listed in the Field Trip Module information).
- You must indicate if your trip will include a component of private travel, ie. days when you are not conducting JCU business. If “Yes” is selected, please complete the *Travel Diary* page. The University will not pay for any expenses incurred on private travel days.
- ORGU, Project, Fund – this is commonly referred to as the “account code”. If you do not know the JCU account code that will be used to cover the cost of your travel, please speak to your supervisor.
- Payment method options:
  - 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 options are not suitable, a [dtestravel@](mailto:dtestravel@jcu.edu.au) officer will pay for the expense

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

**IMPORTANT** – Do NOT forward the form to your supervisor to sign but please do **provide the name of your supervisor in the “Acct Holder/Supervisor” field in the signature box.**

## Step Three – Source Travel Approval

Collate supporting documentation and submit all paperwork to [dtestravel@jcu.edu.au](mailto: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@](mailto:dtestravel@jcu.edu.au) will source the necessary approvals for you. You will receive an email from [dtestravel@](mailto: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 airfares, 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 an 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.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 21 days of your return complete an Expense Report in Concur – **ensure you attach the email from your supervisor in the Expense Report Header.**

**Please Note:** Expenses relating to private travel (ie. were not incurred for JCU business) will not be reimbursed.



## Corporate Travel Management Contact Details

Office Hours: Monday to Friday, 0800 to 1800 hours

Phone: 1300 546 094

Email: [jcu@travelctm.com](mailto:jcu@travelctm.com)

24 Hour Emergency: Toll Free 1800 663 622

## 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)	✓		ONLY for DFAT level: “reconsider travel” or “do not travel”	
FIELD TRIP RECORD	✓		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	✓	n/a	✓	n/a
Private Travel FBT Assessment***	✓	n/a	✓	n/a
Booking Method				
Flights, accommodation, car hire	Concur		Concur	
Acquittal Method				
	Concur		Concur	

\* For a definition of Field Trip refer to HSE-PRO-007

\*\* Supporting documentation to be provided via email to dtestravel@

\*\*\* If your trip involves private travel attach the outcome of your Private Travel FBT assessment to your email submission to dtestravel@

## HSE Field Trip Definition

HSE-PRO-007 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:**

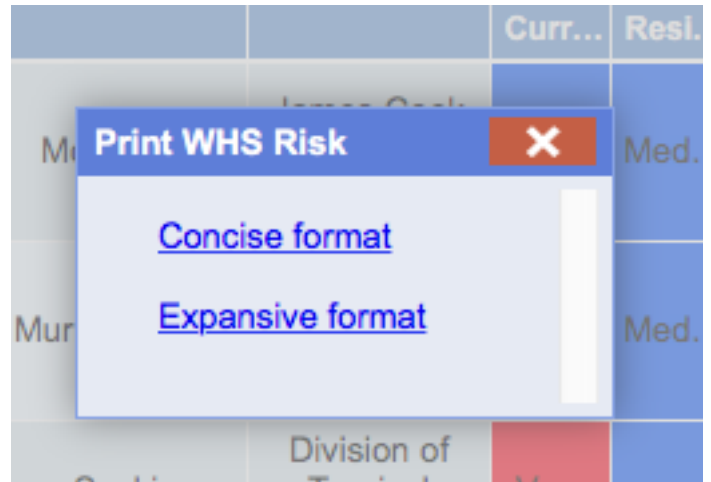
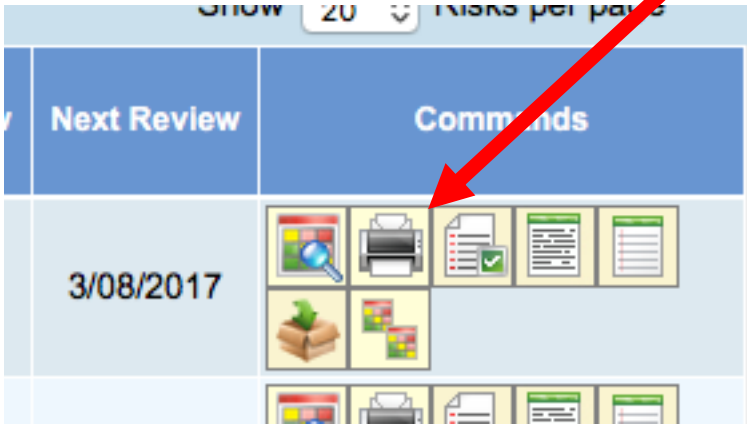
In the context of this Procedure, a field trip does not include:

- 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 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”.

## 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 ✓

### 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 mitigate 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

Account Number: [REDACTED]  
Fund Source: [REDACTED]  
Account Name: [REDACTED]

Balances below are exclusive of GST as at: 22 Nov 2017 18:34:42  
Period:    
Year:

Current Opening Balance	Budget Available to Spend	Add Income	Less Expenditure	Current Balance of Account	Less Commitments	Funds Left to Spend
0.00	475,732.00	16,368.86	563,963.10	(71,862.24)	25,854.67	(97,716.91)

Ensure date is captured

**NOTE:** If you are unable to access COGNOS for the account in question, please advise [dtestravel@](mailto:dtestravel@jcu.edu.au) at the time of submitting your travel information.





