Duplicate a business travel request
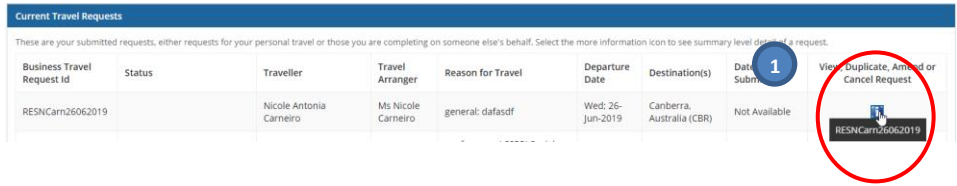# Quick Reference Guide

University of South Australia

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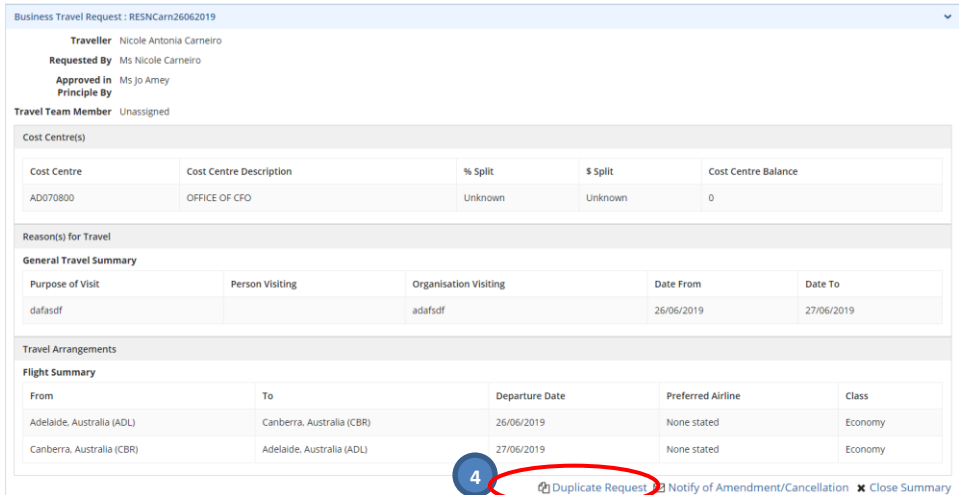|	
1. From the Business Travel home page, identify the travel request that you wish to duplicate. 2. Click on the ℹ symbol.	
3. Scroll down to the bottom of the page. 4. Click on 🗐 Duplicate Request	
5. Under the 'General International and Domestic Travel' header click on the ⚠ symbol to update the trip details. 6. Update the Purchase of Visit, Person Visiting, Organisation Visiting and the Dates of the new trip. 7. Click on 'UPDATE GENERAL TRAVEL'.	
8. Include any additional details as required. 9. Upload any supporting documentation. 10. Click on 'NEXT'.	

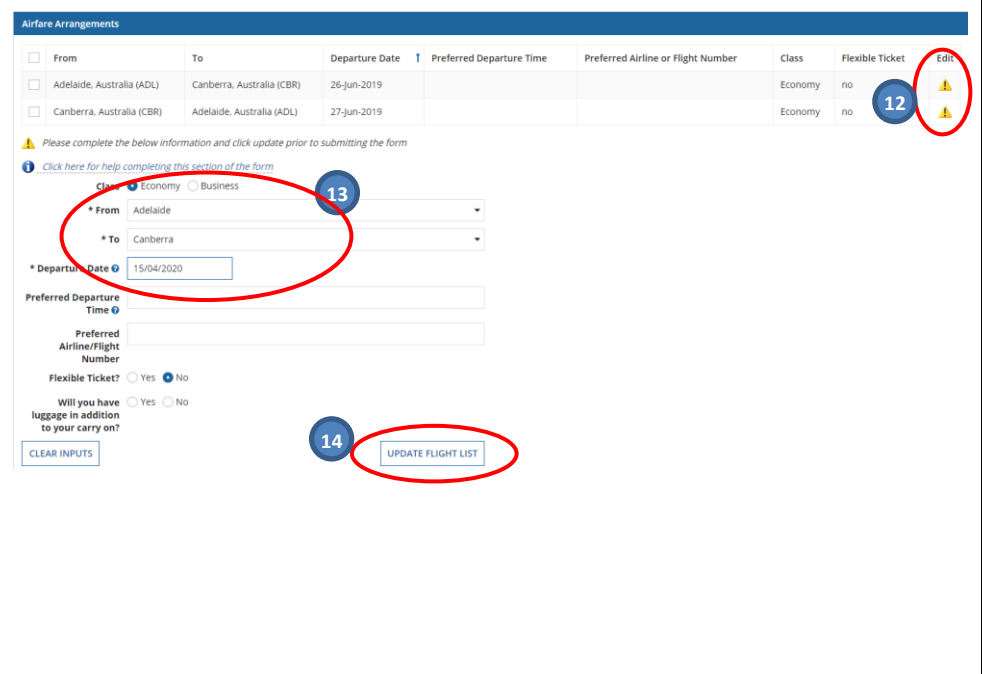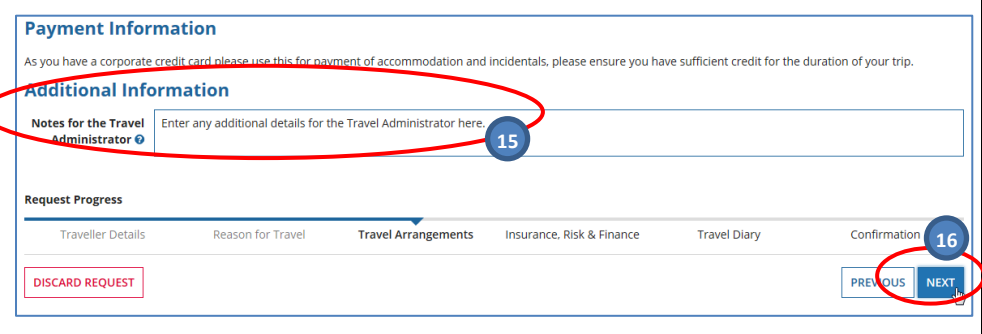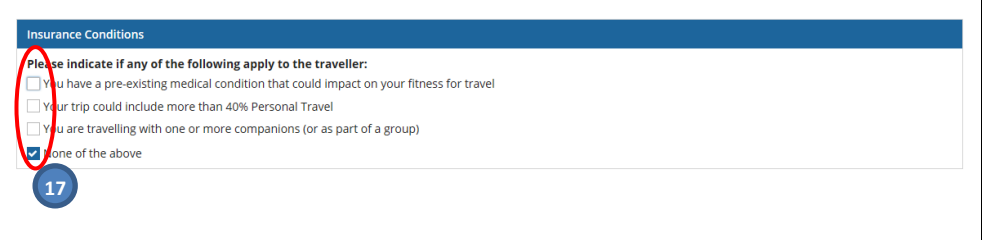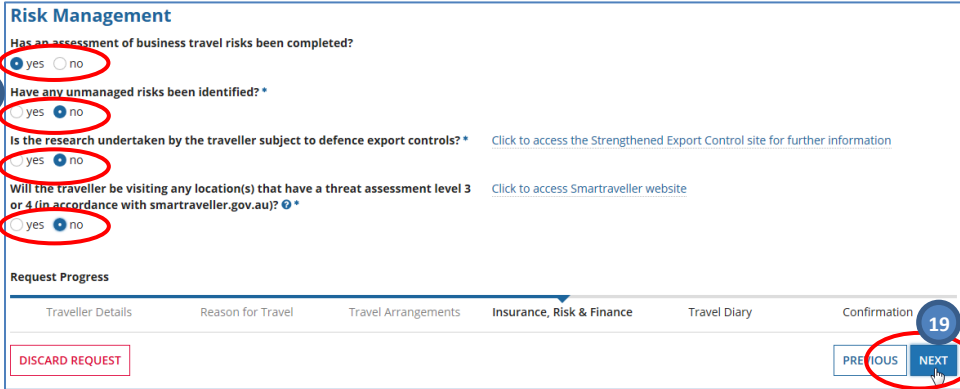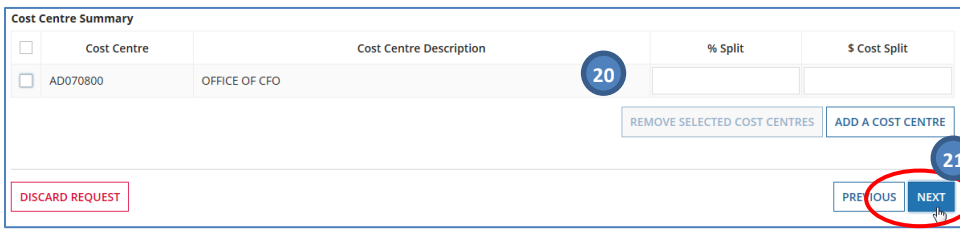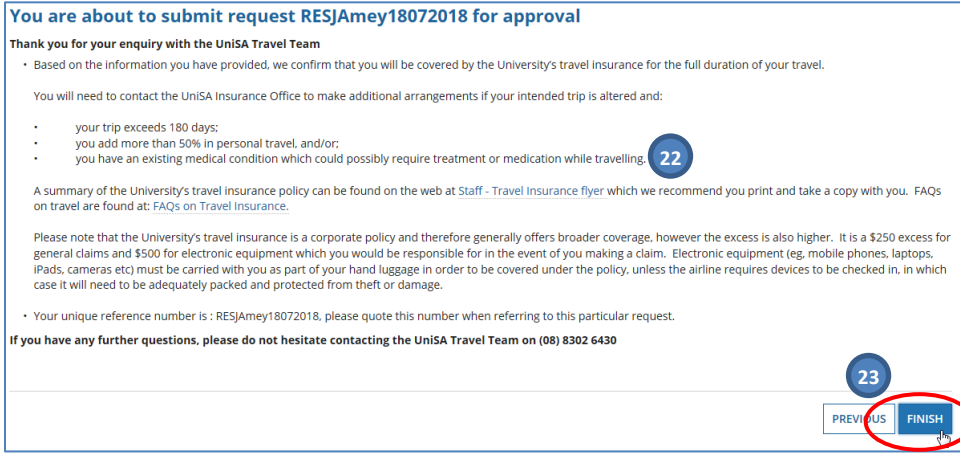|	
11. Update the Required Travel Arrangements for the new trip by selecting from the available tick boxes.	**Trip Information** * Type of Travel: Australia / International Approval: I have received formal approval from my travel VCA holder to proceed with this trip * Required Travel Arrangements: ☑ Airfares ☑ Accommodation ☑ Ground Transportation / Car Rental * Please select all arrangements to be made for the traveller Trip Preferences: ☑ Direct Flight (lowest logical fare) / Cheapest Flight (may be indirect) / Upgradeable Flights (extra charges will apply - refer to help tip) / Excess Luggage / Flight Flexibility - up to 2 days before or after
Dependent on the Required Travel Arrangements confirmed in Step 11 above, will determine the arrangements that need to be updated, such as Airfare, Accommodation, Ground Transport, etc. 12. Click on the ⚠ symbol for each arrangement selected. 13. Update the details, such as departure date, preferred time, etc. 14. Click on 'UPDATE FLIGHT LIST'. Repeat these steps for the remainder of your required travel arrangements such as Accommodation, Ground Transportation, etc.	**Airfare Arrangements** From / To / Departure Date / Preferred Departure Time / Preferred Airline or Flight Number / Class / Flexible Ticket / Edit Adelaide, Australia (ADL) / Canberra, Australia (CBR) / 26-Jun-2019 / / / Economy / no / ⚠ Canberra, Australia (CBR) / Adelaide, Australia (ADL) / 27-Jun-2019 / / / Economy / no / ⚠ ⚠ Please complete the below information and click update prior to submitting the form ⓘ Click here for help completing this section of the form Class: ⦿ Economy ○ Business * From: Adelaide * To: Canberra * Departure Date: 15/04/2020 Preferred Departure Time: Preferred Airline/Flight Number: Flexible Ticket? ○ Yes ⦿ No Will you have luggage in addition to your carry on? ○ Yes ○ No CLEAR INPUTS UPDATE FLIGHT LIST
15. Update and enter any required additional information that may assist the Travel Team with finalising your new trip. 16. Click on 'NEXT'.	**Payment Information** As you have a corporate credit card please use this for payment of accommodation and incidentals, please ensure you have sufficient credit for the duration of your trip. **Additional Information** Notes for the Travel Administrator ⓘ: Enter any additional details for the Travel Administrator here. **Request Progress** Traveller Details — Reason for Travel — Travel Arrangements — Insurance, Risk & Finance — Travel Diary — Confirmation DISCARD REQUEST PREVIOUS NEXT
17. Review and update the Insurance Conditions.	**Insurance Conditions** Please indicate if any of the following apply to the traveller: ☐ You have a pre-existing medical condition that could impact on your fitness for travel ☐ Your trip could include more than 40% Personal Travel ☐ You are travelling with one or more companions (or as part of a group) ☑ None of the above

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18. Review and update the Risk Management considerations. 19. Click on 'NEXT'.	**Risk Management** **Has an assessment of business travel risks been completed?** ● yes ○ no **Have any unmanaged risks been identified? *** ○ yes ● no **Is the research undertaken by the traveller subject to defence export controls? *** Click to access the Strengthened Export Control site for further information ○ yes ● no **Will the traveller be visiting any location(s) that have a threat assessment level 3 or 4 (in accordance with smartraveller.gov.au)? ❓ *** Click to access Smartraveller website ○ yes ● no **Request Progress** Traveller Details Reason for Travel Travel Arrangements **Insurance, Risk & Finance** Travel Diary Confirmation DISCARD REQUEST PREVIOUS NEXT
20. Review and update the Cost Centres that will cover the cost of the trip (if applicable). 21. Click on 'NEXT'.	**Cost Centre Summary** <table><tr><td>☐</td><td>Cost Centre</td><td>Cost Centre Description</td><td>% Split</td><td>$ Cost Split</td></tr><tr><td>☐</td><td>AD070800</td><td>OFFICE OF CFO</td><td></td><td></td></tr></table>REMOVE SELECTED COST CENTRES ADD A COST CENTRE DISCARD REQUEST PREVIOUS NEXT
22. Review the travel conditions (including insurance, FAQs, etc.). 23. Click on 'FINISH'.	**You are about to submit request RESJAmey18072018 for approval** **Thank you for your enquiry with the UniSA Travel Team** • Based on the information you have provided, we confirm that you will be covered by the University's travel insurance for the full duration of your travel. You will need to contact the UniSA Insurance Office to make additional arrangements if your intended trip is altered and: • your trip exceeds 180 days; • you add more than 50% in personal travel, and/or; • you have an existing medical condition which could possibly require treatment or medication while travelling. A summary of the University's travel insurance policy can be found on the web at Staff - Travel Insurance flyer which we recommend you print and take a copy with you. FAQs on travel are found at: FAQs on Travel Insurance. Please note that the University's travel insurance is a corporate policy and therefore generally offers broader coverage, however the excess is also higher. It is a $250 excess for general claims and $500 for electronic equipment which you would be responsible for in the event of you making a claim. Electronic equipment (eg, mobile phones, laptops, iPads, cameras etc) must be carried with you as part of your hand luggage in order to be covered under the policy, unless the airline requires devices to be checked in, in which case it will need to be adequately packed and protected from theft or damage. • Your unique reference number is : RESJAmey18072018, please quote this number when referring to this particular request. **If you have any further questions, please do not hesitate contacting the UniSA Travel Team on (08) 8302 6430** PREVIOUS FINISH

A Travel Team member will be assigned to the travel booking and will make the required arrangements and bookings.

Once your new trip has been actioned by the Travel Team, you will receive an email notification advising completion/and or next steps.