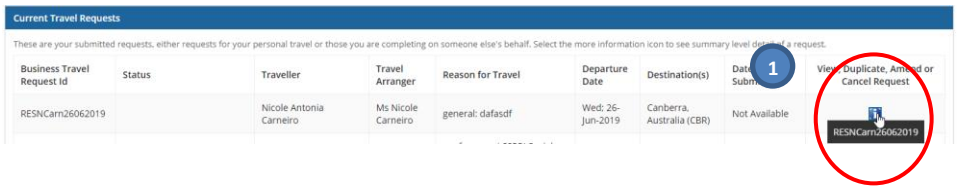
Duplicate a business travel request
Quick Reference Guide

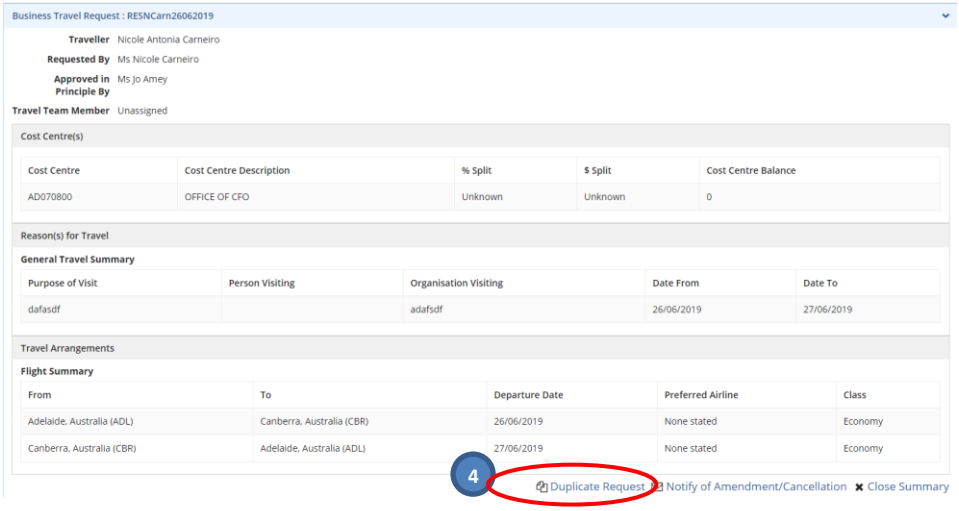
University of South Australia

Duplicate a business travel request

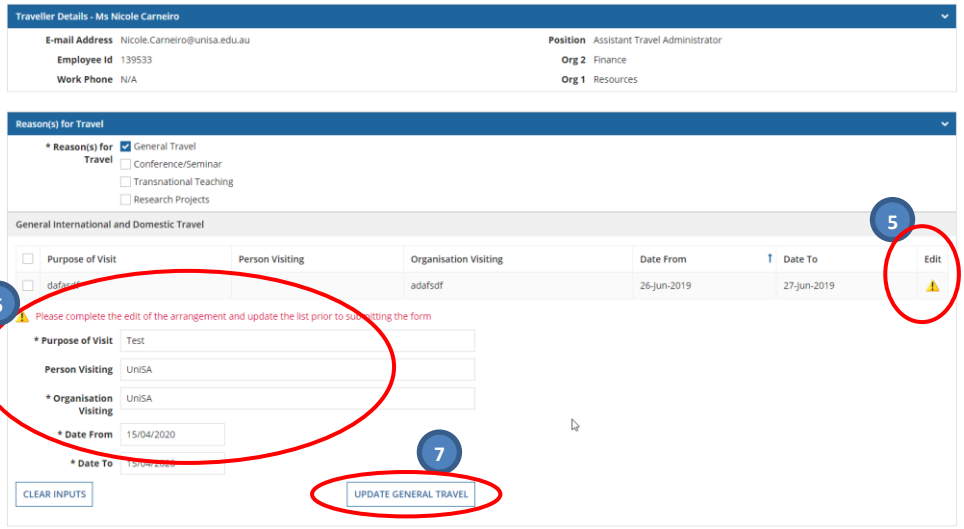
1. From the Business Travel home page, identify the travel request that you wish to duplicate.
2. Click on the ⓘ symbol.



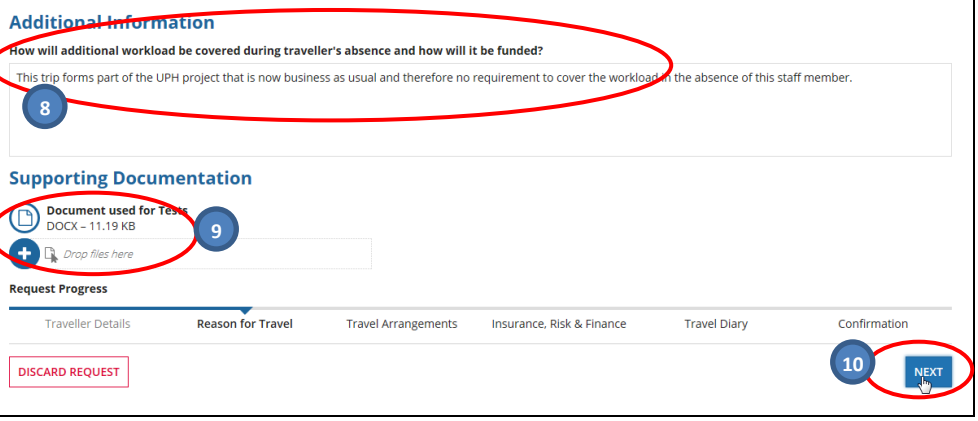
3. Scroll down to the bottom of the page.
4. Click on Duplicate Request



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'.



Need further help? Please contact the UniSA Travel Team on Ph: (08) 8302 6430
Email: travelteam@unisa.edu.au
Website: http://i.unisa.edu.au/staff/finance/about-us/travel/

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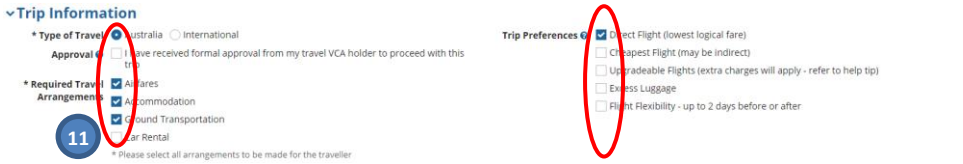
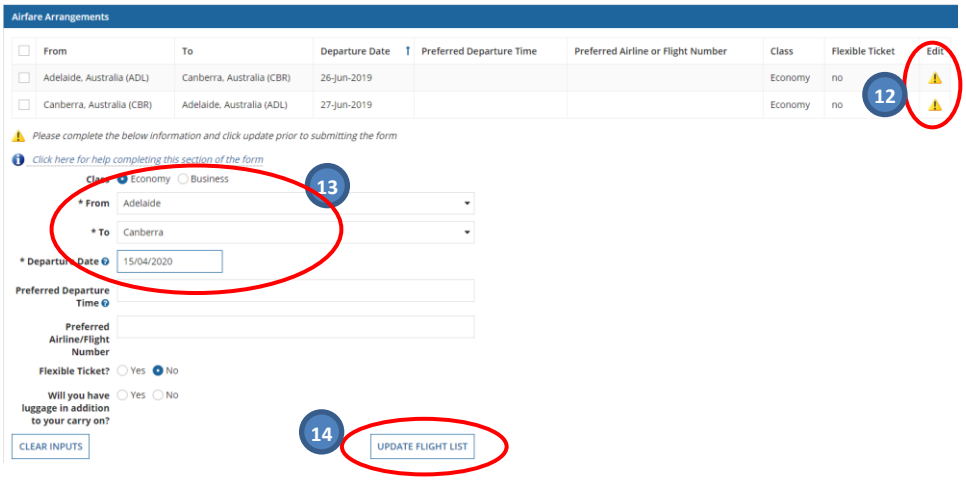
11. Update the Required Travel Arrangements for the new trip by selecting from the available tick boxes.



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.

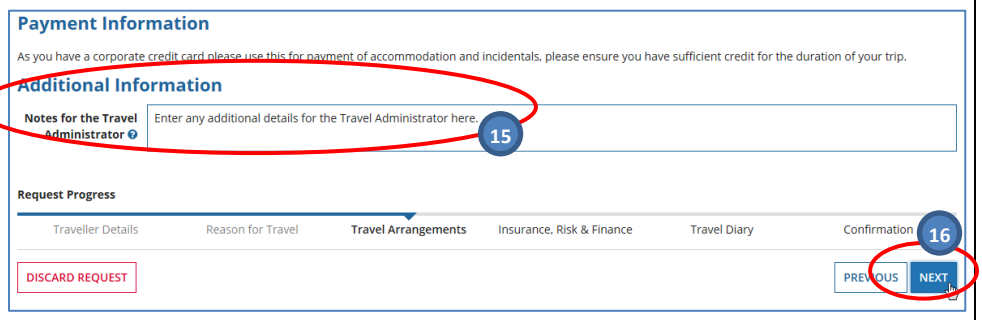
12. Click on the ⚠ symbol for each arrangement selected.
13. Update the details, such as departure date, preferred time, etc.
14. Click on 'UPDATE FLIGHT LIST'.

Repeat these steps for the remainder of your required travel arrangements such as Accommodation, Ground Transportation, etc.

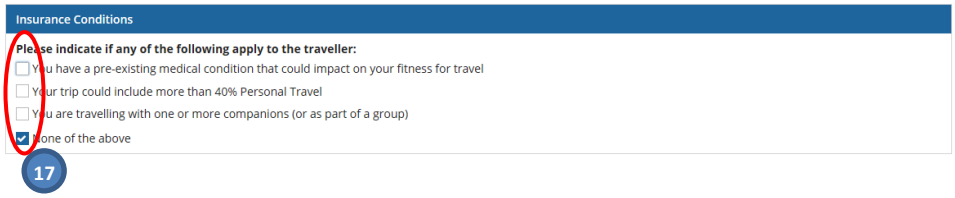


15. Update and enter any required additional information that may assist the Travel Team with finalising your new trip.

16. Click on 'NEXT'.



17. Review and update the Insurance Conditions.



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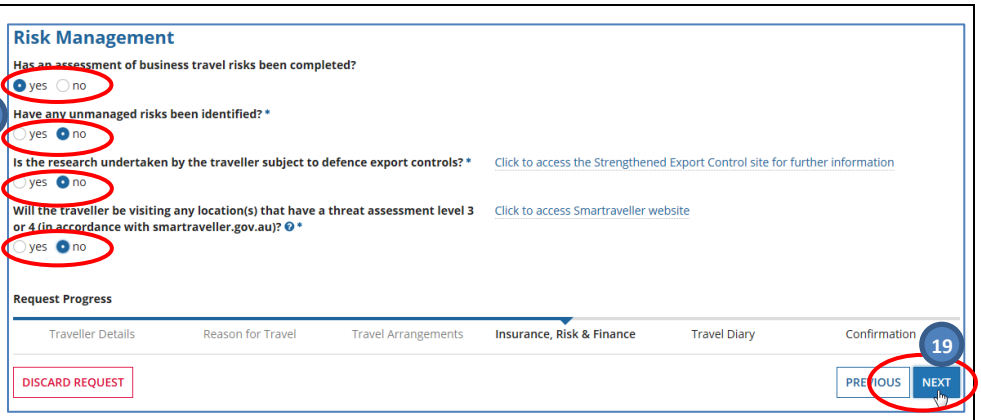
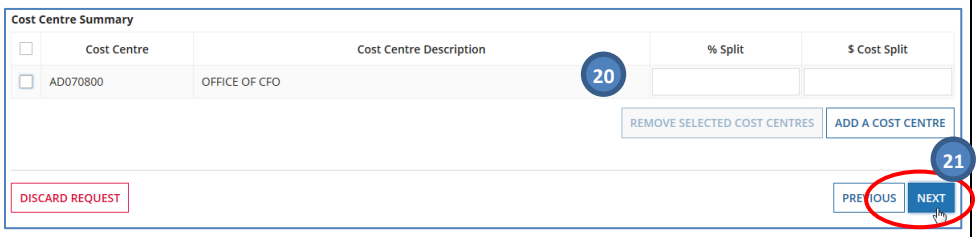
18. Review and update the Risk Management considerations.

19. Click on 'NEXT'.



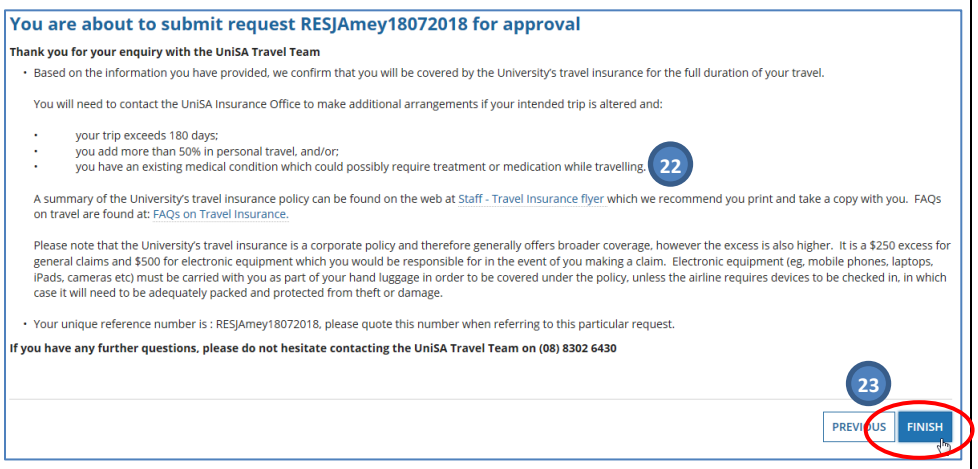
20. Review and update the Cost Centres that will cover the cost of the trip (if applicable).

21. Click on 'NEXT'.



22. Review the travel conditions (including insurance, FAQs, etc.).

23. Click on '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.