
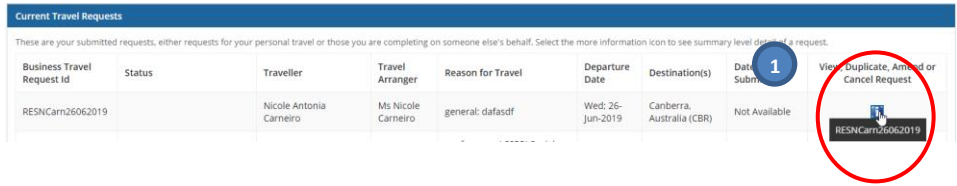


Duplicate a business travel request

Quick Reference Guide




Duplicate a business travel request


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

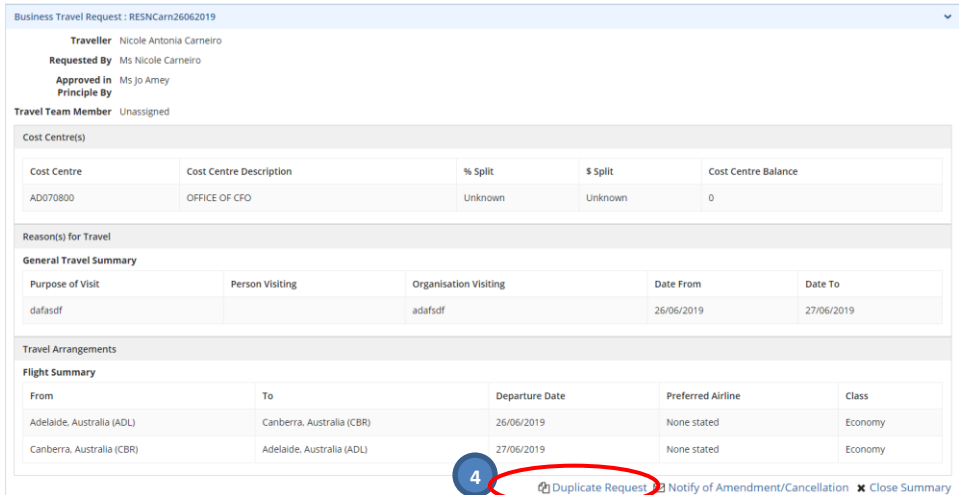


Current Travel Requests

These are your submitted requests, either requests for your personal travel or those you are completing on someone else's behalf. Select the more information icon to see summary level details of a request.

Business Travel Request Id	Status	Traveller	Travel Arranger	Reason for Travel	Departure Date	Destination(s)	Date Submitted	View, Duplicate, Amend or Cancel Request
RESNCarn26062019		Nicole Antonia Carneiro	Ms Nicole Carneiro	general: dafasdf	Wed: 26-Jun-2019	Canberra, Australia (CBR)	Not Available	  

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



Business Travel Request : RESNCarn26062019

Traveller: Nicole Antonia Carneiro
Requested By: Ms Nicole Carneiro
Approved in Principle By: Ms Jo Arney
Travel Team Member: Unassigned

Cost Centre	Cost Centre Description	% Split	\$ Split	Cost Centre Balance
AD070800	OFFICE OF CFO	Unknown	Unknown	0

Reason(s) for Travel




General Travel Summary


Purpose of Visit	Person Visiting	Organisation Visiting	Date From	Date To
dafasdf		adafasdf	26/06/2019	27/06/2019

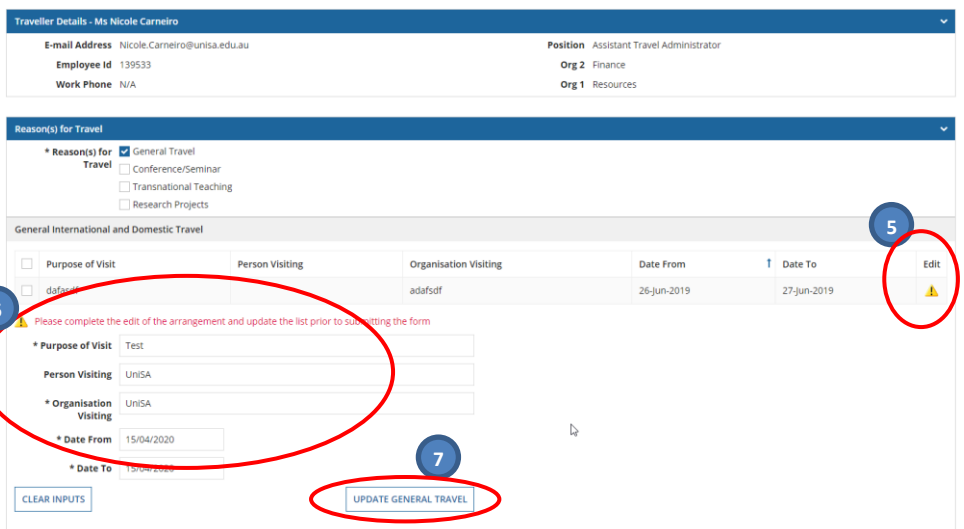
Travel Arrangements

Flight Summary

From	To	Departure Date	Preferred Airline	Class
Adelaide, Australia (ADL)	Canberra, Australia (CBR)	26/06/2019	None stated	Economy
Canberra, Australia (CBR)	Adelaide, Australia (ADL)	27/06/2019	None stated	Economy

 Duplicate Request  Notify of Amendment/Cancellation  Close Summary

- Under the 'General International and Domestic Travel' header click on the  symbol to update the trip details.
- Update the Purchase of Visit, Person Visiting, Organisation Visiting and the Dates of the new trip.
- Click on 'UPDATE GENERAL TRAVEL'.




Traveller Details - Ms Nicole Carneiro

E-mail Address: Nicole.Carneiro@unisa.edu.au **Position:** Assistant Travel Administrator
Employee Id: 1395533 **Org 2:** Finance
Work Phone: N/A **Org 1:** Resources

Reason(s) for Travel

* Reason(s) for Travel General Travel
 Conference/Seminar
 Transnational Teaching
 Research Projects

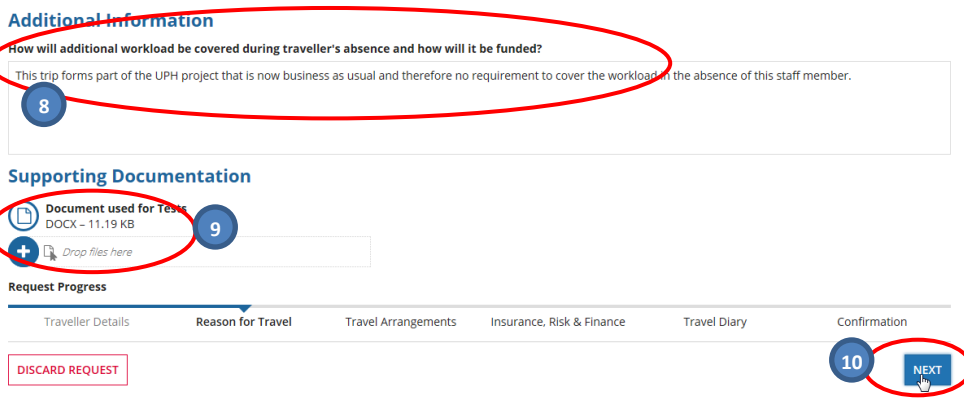
General International and Domestic Travel

Purpose of Visit	Person Visiting	Organisation Visiting	Date From	Date To	Edit
<input type="checkbox"/> dafasdf		adafasdf	26-Jun-2019	27-Jun-2019	

Please complete the edit of the arrangement and update the list prior to submitting the form.

* Purpose of Visit:
 Person Visiting:
 * Organisation Visiting:
 * Date From:
 * Date To:

- Include any additional details as required.
- Upload any supporting documentation.






Additional Information

How will additional workload be covered during traveller's absence and how will it be funded?

This trip forms part of the UPH project that is now business as usual and therefore no requirement to cover the workload in the absence of this staff member.

Supporting Documentation

 Document used for Tests
DOCX - 11.19 KB 

 Drop files here

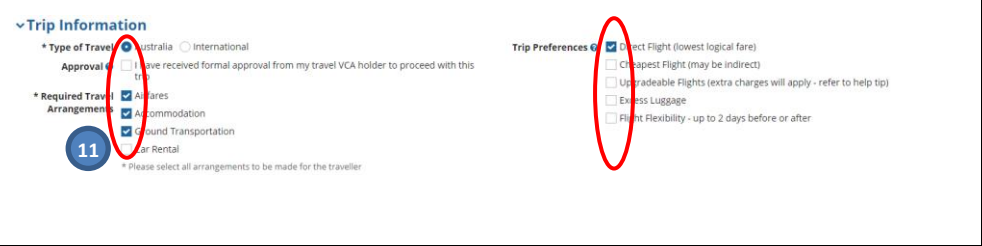

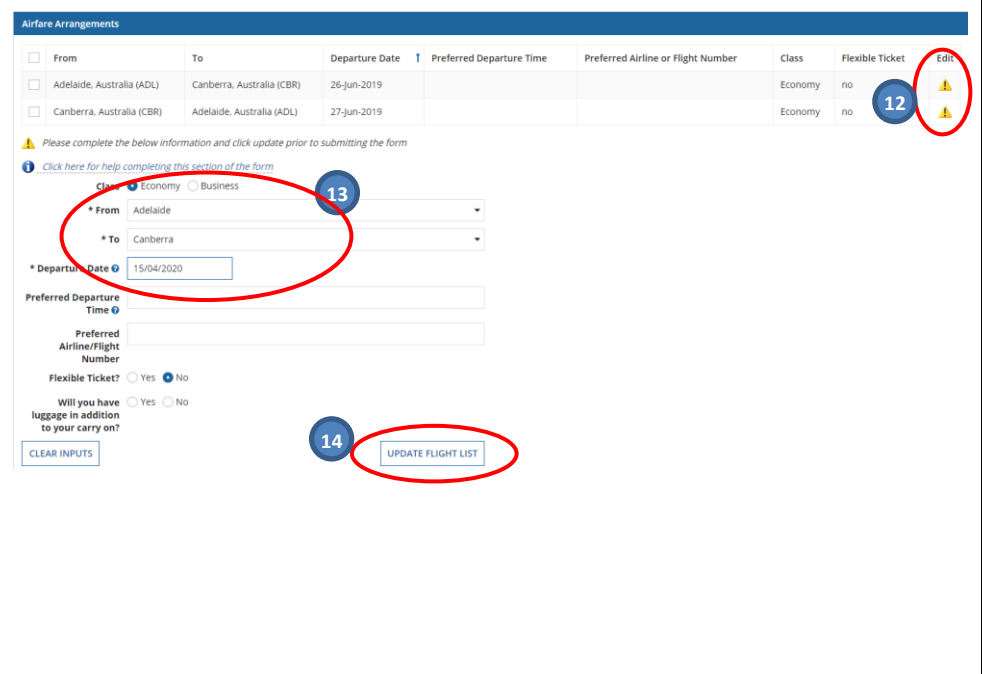
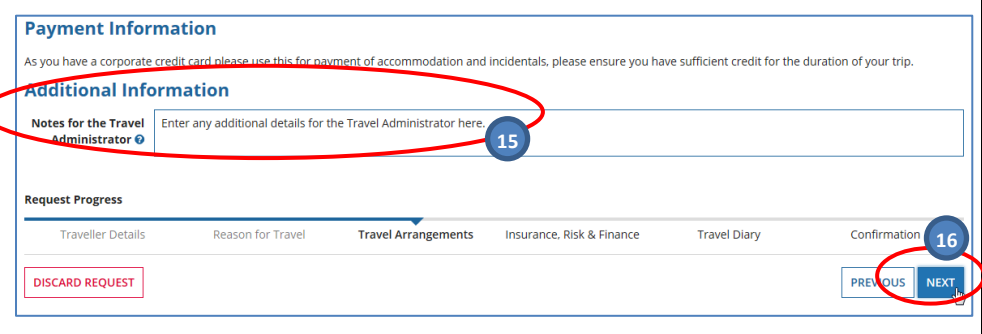
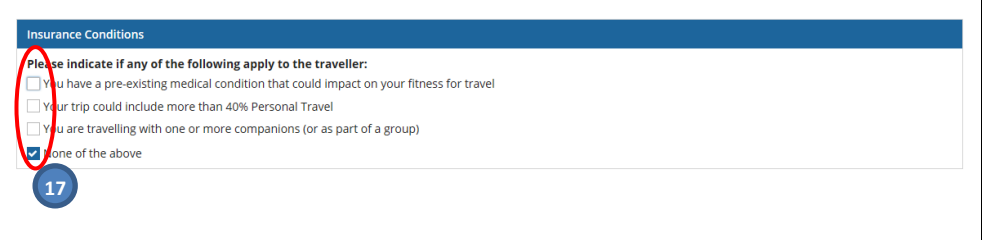
Request Progress

Traveller Details **Reason for Travel** Travel Arrangements Insurance, Risk & Finance Travel Diary Confirmation

- Click on 'NEXT'.

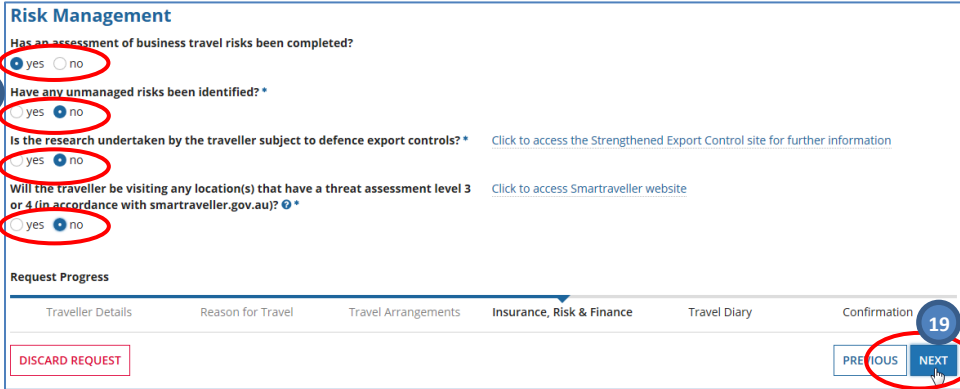
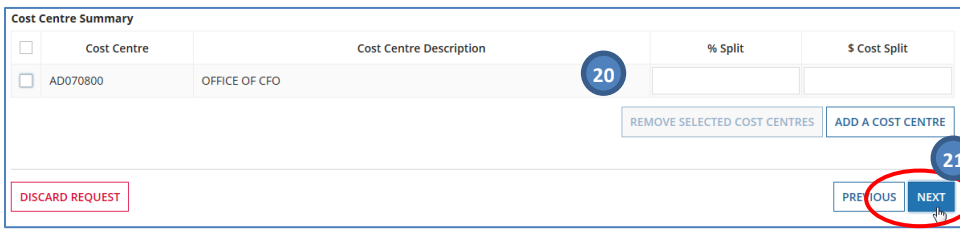
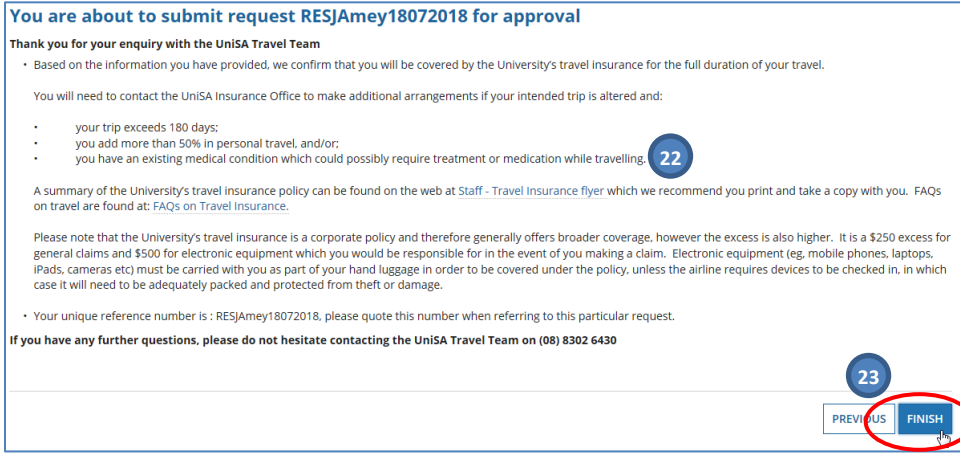
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<p>11. Update the Required Travel Arrangements for the new trip by selecting from the available tick boxes.</p>	 <p>The screenshot shows the 'Trip Information' section of a web form. It includes options for 'Type of Travel' (Australia or International), 'Approval' status, and 'Required Travel Arrangements' (Accommodation, Ground Transportation, Car Rental). A red circle highlights the 'Required Travel Arrangements' section, and another red circle highlights the 'Trip Preferences' section on the right.</p>
<p>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.</p> <p>12. Click on the  symbol for each arrangement selected.</p> <p>13. Update the details, such as departure date, preferred time, etc.</p> <p>14. Click on 'UPDATE FLIGHT LIST'.</p> <p>Repeat these steps for the remainder of your required travel arrangements such as Accommodation, Ground Transportation, etc.</p>	 <p>The screenshot shows the 'Airfare Arrangements' section. It features a table with columns for From, To, Departure Date, Preferred Departure Time, Preferred Airline or Flight Number, Class, and Flexible Ticket. A red circle highlights the 'Edit' button in the 'Flexible Ticket' column. Below the table, there are input fields for 'From', 'To', and 'Departure Date', with a red circle around the 'From' and 'To' fields. A red circle also highlights the 'UPDATE FLIGHT LIST' button at the bottom right.</p>
<p>15. Update and enter any required additional information that may assist the Travel Team with finalising your new trip.</p> <p>16. Click on 'NEXT'.</p>	 <p>The screenshot shows the 'Payment Information' and 'Additional Information' sections. A red circle highlights the 'Additional Information' section, which includes a text area for 'Notes for the Travel Administrator'. Below this is a 'Request Progress' bar with steps: Traveller Details, Reason for Travel, Travel Arrangements, Insurance, Risk & Finance, Travel Diary, and Confirmation. A red circle highlights the 'NEXT' button in the Confirmation step.</p>
<p>17. Review and update the Insurance Conditions.</p>	 <p>The screenshot shows the 'Insurance Conditions' section. It asks the user to indicate if any of the following apply to the traveller: <ul style="list-style-type: none"> <input type="checkbox"/> You have a pre-existing medical condition that could impact on your fitness for travel <input type="checkbox"/> Your trip could include more than 40% Personal Travel <input type="checkbox"/> You are travelling with one or more companions (or as part of a group) <input checked="" type="checkbox"/> None of the above A red circle highlights the first three options, and another red circle highlights the 'None of the above' option. </p>

Duplicate a business travel request

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<p>18. Review and update the Risk Management considerations.</p> <p>19. Click on 'NEXT'.</p>	 <p>Risk Management</p> <p>Has an assessment of business travel risks been completed? <input checked="" type="radio"/> yes <input type="radio"/> no</p> <p>Have any unmanaged risks been identified? * <input type="radio"/> yes <input checked="" type="radio"/> no</p> <p>Is the research undertaken by the traveller subject to defence export controls? * Click to access the Strengthened Export Control site for further information <input type="radio"/> yes <input checked="" type="radio"/> no</p> <p>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 <input type="radio"/> yes <input checked="" type="radio"/> no</p> <p>Request Progress</p> <p>Traveller Details Reason for Travel Travel Arrangements Insurance, Risk & Finance Travel Diary Confirmation</p> <p>DISCARD REQUEST PREVIOUS NEXT</p>										
<p>20. Review and update the Cost Centres that will cover the cost of the trip (if applicable).</p> <p>21. Click on 'NEXT'.</p>	 <p>Cost Centre Summary</p> <table border="1"> <thead> <tr> <th><input type="checkbox"/></th> <th>Cost Centre</th> <th>Cost Centre Description</th> <th>% Split</th> <th>\$ Cost Split</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>AD070800</td> <td>OFFICE OF CFO</td> <td></td> <td></td> </tr> </tbody> </table> <p>REMOVE SELECTED COST CENTRES ADD A COST CENTRE</p> <p>DISCARD REQUEST PREVIOUS NEXT</p>	<input type="checkbox"/>	Cost Centre	Cost Centre Description	% Split	\$ Cost Split	<input type="checkbox"/>	AD070800	OFFICE OF CFO		
<input type="checkbox"/>	Cost Centre	Cost Centre Description	% Split	\$ Cost Split							
<input type="checkbox"/>	AD070800	OFFICE OF CFO									
<p>22. Review the travel conditions (including insurance, FAQs, etc.).</p> <p>23. Click on 'FINISH'.</p>	 <p>You are about to submit request RESJAmey18072018 for approval</p> <p>Thank you for your enquiry with the UniSA Travel Team</p> <ul style="list-style-type: none"> 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. <p>You will need to contact the UniSA Insurance Office to make additional arrangements if your intended trip is altered and:</p> <ul style="list-style-type: none"> 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. <p>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.</p> <p>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.</p> <ul style="list-style-type: none"> Your unique reference number is : RESJAmey18072018, please quote this number when referring to this particular request. <p>If you have any further questions, please do not hesitate contacting the UniSA Travel Team on (08) 8302 6430</p> <p>PREVIOUS FINISH</p>										
<p>A Travel Team member will be assigned to the travel booking and will make the required arrangements and bookings.</p> <p>Once your new trip has been actioned by the Travel Team, you will receive an email notification advising completion/and or next steps.</p>											