



Australian
National
University

Travel Approvals User Reference Guide

Version 1.10

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INTRODUCTION

The new Travel Approval process aims to automate, streamline and simplify the existing process for the application and approval of travel requests. Currently this process is undertaken through the completion of up to 10 paper based forms, with multiple manual delegation signoffs and submissions.

The cost of the existing paper based travel administration has been estimated at more than \$2.2M per annum, making administrative improvement a significant priority.

How will it improve our services

The Travel Approval process uses systems integration and workflow technology to route data from and to systems, automatically retrieve delegation information, trigger emails for delegation approvals, produce summary reports for records retention and address reporting needs.

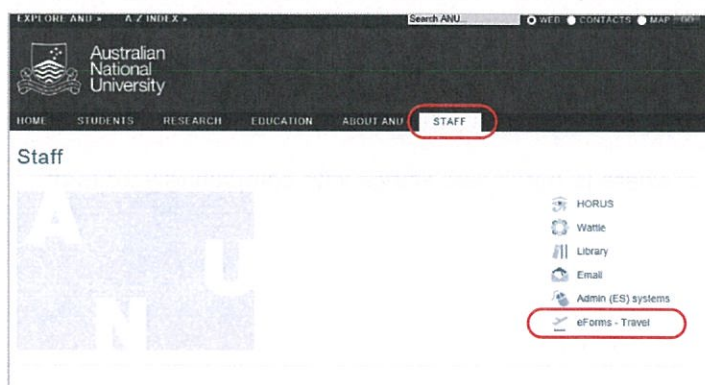
The new process will replace the current complex manual process with a streamlined, fully-digitised solution and seamlessly integrate technology bringing separate information silos together into a centralised location.

eForms system

The Travel Approval form is the first of the eForm suite of reports being developed. As administrative processes are streamlined they will be offered as an eForm. The Travel Approval system has been developed using Infiniti software (an Intelledox flagship software solution). Infiniti is an easy-to-use product which, unlike some of its competitors, does not require its users to have any specialised skills.

What's involved?

The Travel Approval system can be accessed through the ANU website via the Staff page as shown below:



Accessing off campus

If accessing the eForms system off-campus, the user should be able to access the Travel Approval by clicking on the eForms-Travel logo on the staff page.

Should there be any connection problems it might be necessary for the user to first connect to the ANU Virtual Private Network (VPN) before opening the eForms system.

For assistance on setting up the VPN go to the ANU ITS VPN page:

<http://itservices.anu.edu.au/it-security/vpn/>.

What you need to know

The eForms system enables a user to create and track the progress of a submitted travel approval request, and access historical forms which can be used as the base for new requests. The new Travel Approval system will replace all existing paper based forms and staff will need to use the new system for the application and approval of travel requests.

User Reference Guide

The purpose of this user reference guide is to give the user detailed step-by-step instructions on how to use the Travel Approval system.

THE USER REFERENCE GUIDE

This User Reference Guide has 7 Sections:

SECTION 1 – TRAVEL APPROVAL FORM FAQs

This section lists the most frequently asked questions (FAQs) about the Travel Approval form.

SECTION 2 – ACCESSING THE ONLINE TRAVEL APPROVAL SYSTEM

This section steps how to access the online Travel Approval forms.

SECTION 3 – STEPPING THROUGH THE TRAVEL APPROVAL PROCESS

This section steps through the information in the forms, providing a guide on how to interpret the fields and complete each section.

SECTION 4 – APPROVAL PROCESS FOR SUPERVISORS

This section shows the process for supervisors on approving or amending a submitted form.

SECTION 5 – GLOSSARY OF TERMS

Explanation of terms used in the Travel Approval form.

SECTION 6 – GETTING ASSISTANCE

This section shows how and where to obtain assistance with completing your form.

SECTION 1 - TRAVEL APPROVAL FORM FAQs

Frequently Asked Questions

1. Can I add on some personal travel to my work trip?

Yes. A private travel component can be taken as part of your business trip. An estimate how much you need to contribute is calculated on the Pre Travel FBT Estimation page of the Travel Approval form. If the personal component is 40% or greater, you will be required to contribute to the cost. The Fringe benefit tax (FBT) Act states that where ANU pays for or reimburses extended travel for an employee, FBT will be payable where the private component of the trip is considered to be more than merely incidental to the business activities.

2. How is per diem calculated?

A traveller may receive a modest per-diem payment to cover meals and incidentals, in lieu of actuals. The amount of the per diem must be approved in advance and must be no more than the amount determined as a 'reasonable daily food and drink and incidentals allowance' by the Australian Taxation Office. A lesser amount may be deemed appropriate in some circumstances. Per diem payments are only available for work-related travel.

3. What if I want to amend my travel after it has been submitted?

Only forms assigned to you can be edited. Once a form has been submitted, it is assigned to the supervisor. To have a form re-assigned back to you, ask your supervisor to select the option "I would like to return to the travel request for amendments". You can then make the required changes and resubmit the form.

4. Why can't I overlap days on the Travel Plan so I can add my full travel itinerary?

The Travel Plan page is to record an overview of your intended travel plans for the purpose of calculating FBT, which is required by the finance team. If you wish to include a full itinerary, it can be attached or entered on the Supporting Documentation page.

5. Why can't I enter Australia as my destination, when returning from overseas?

The travel segment is destination based, so if returning to Australia from an international trip, you would add it as a domestic segment as the destination is a domestic location.

6. Do I need to include a "transit" travel segment?

Not always. If there is a flying time greater than 12 hours, then a transit segment must be added. If travelling shorter distances internationally (e.g. New Zealand), you may only need to add a single international segment. However, if you wish to claim per diem for both the domestic and international portions of your trip, you will need to include both a domestic and international segment.

7. How do I update my supervisor and travel delegates which are incorrect?

This information is retrieved in real time from the HR database. Any wrong information showing on the travel form must be updated by HR. Contact HR to advise of changes.

8. Can an EA or school's travel admin team have access to the forms to complete on behalf someone?

Travel Approval form must be completed by the traveller, as the legal declarations/acknowledgements on the form are a virtual signature for the traveller. The form can be printed out for an assistant or admin team to book the travel.

9. If I have already entered my travel start date why do I have to enter it again on the Travel Plan page?

This option is being considered, however, it is important for the traveller to make a conscious choice of the dates in the travel segment.

10. If the fieldwork is on a ship in international waters and not docking in a country what option to I select on the Travel Plan?

If a vessel is only in international waters, select International and Other as the country and include any details you may have (e.g. 600km west of Perth in international waters).

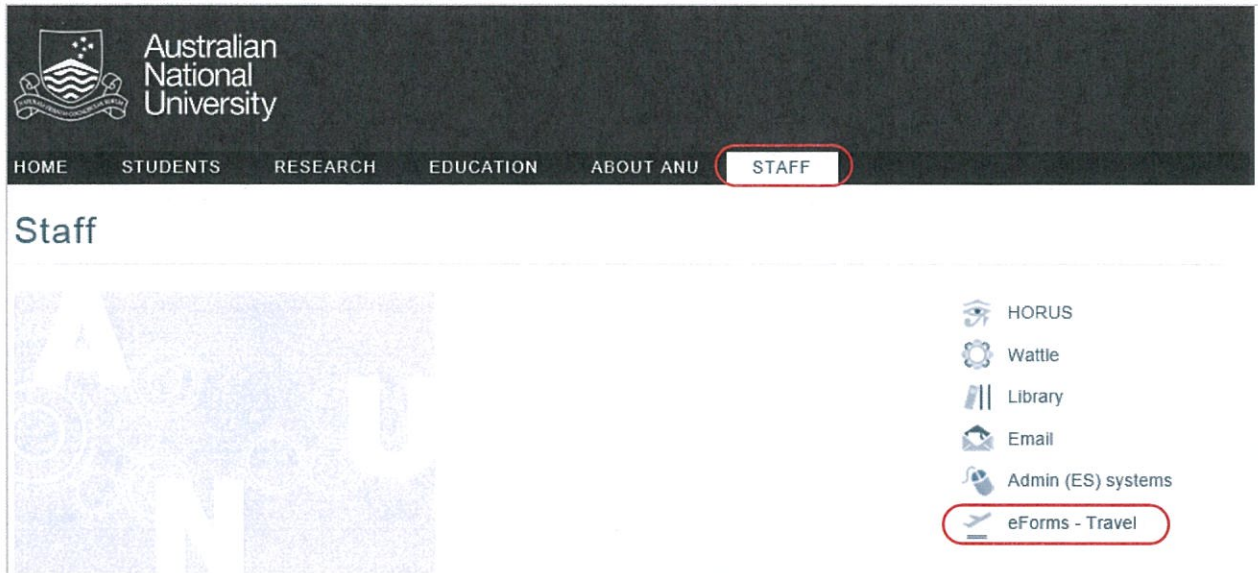
11. How can I find out who is travelling in a particular area that may be experiencing a natural disaster?

The Planning and Performance Measurement team can create adhoc reports from the travel approval system as required.

SECTION 2 - ACCESSING THE ONLINE TRAVEL APPROVAL SYSTEM

The eForms system has been developed to accommodate additional forms developed within ANU as part of the streamlining of administrative processes. Travel Approval is the first of these eForms.

Once the Travel Approval system goes live, a link will be available through the ANU website via the Staff page as shown below:



Accessing the forms off-campus

If accessing the eForms system away from ANU, the user must first connect to the ANU Virtual Private Network (VPN) before opening the eForms system. For assistance on setting up the VPN go to the ANU VPN page:

<http://itservices.anu.edu.au/it-security/vpn/>.

Logging in to the eForms system

Enter your normal University User ID and password into the eForms login page as show below and *click* on the Login button.

The image shows the ANU eForms login page. At the top is the ANU logo and name. Below it is the title 'ANU eForms login'. The login form has two input fields: 'User Name' with the value 'u1234567' and 'Password' with masked characters. A 'Login' button is below the fields. At the bottom, there is a note: 'Your user name is your University ID, e.g. u4567654.'

If you are experiencing issues logging in to the eForms system please contact the helpdesk on:

Email: travel.approval@anu.edu.au

Phone: +61 2 6125 4321 (Option 1 then option 6)

After signing-in to the eForms system, the user will be directed to the eForms home page as shown below:

Form	Assigned By	Date Assigned	Comment
Travel Approval - Supervisor Endorsement	Peter Parker	27/10/2014 1:08 PM	Ranking conference
Travel Approval - Domestic Travel Request Approval	John Smith	27/10/2014 1:08 PM	Management meeting
Travel Approval - International Travel Request Approval	John Smith	27/10/2014 1:10 PM	Fieldwork in Africa
Travel Approval - High Risk Travel Approval	John Smith	27/10/2014 1:16 PM	Poverty fieldwork
Travel Approval - Domestic and International Travel Request Approval	Bruce Banner	27/10/2014 1:17 PM	Pollution research
Travel Approval - Post Travel	John Smith	27/10/2014 1:55 PM	Economics conference
Travel Approval - Travel Request	John Smith	29/10/2014 9:29 AM	Migration Law study

Begin a New Form

Folder: Form:

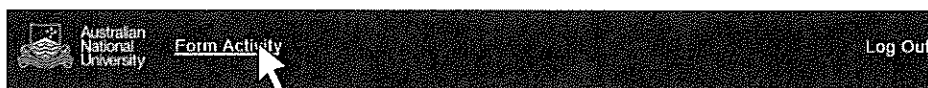
Travel

- ☐ Travel Approval
- ☐ Travel Approval Using Previous

< First Last >

The home page consists of the following sections:

- | | |
|-----------------------------|--|
| Forms Assigned to Me | Lists all forms allocated to the user, including any previously saved forms (e.g. Travel Approval - Travel Request) and forms assigned to the user for approval as a supervisor or delegate (e.g. Travel Approval - Supervisor Endorsement). If there are no saved or allocated forms, this section will not be shown. |
| Begin a New Form | Lists current forms that can be completed via the online system. As administrative processes are streamlined using Infiniti software, they will be offered as an eForm and will appear on the forms list. |
| Form Activity | The Form Activity page can be accessed by clicking on the <u>Form Activity</u> link in the top banner as shown below: |










On this page a user can view all the historical forms that have been assigned to the user. Further information can be found on the following page.


Form Activity page


The Form Activity page can be accessed from the eForms home page and contains a list of all forms that have been created by or assigned to the user.

If a form is currently active and assigned to the user, the Form name will be shown in green and can be clicked on to access the form.

Form Activity

Form	State	Assigned To	Assigned By	Last Updated	Created By	History
Travel Approval	Supervisor Endorsement	John Smith	Peter Parker	27/10/2014 1:08 PM	Peter Parker	
Travel Approval	Domestic Travel Request Approval	Linda Carter	John Smith	27/10/2014 1:08 PM	John Smith	
Travel Approval	International Travel Request Approval	Bruce Wayne	John Smith	27/10/2014 1:10 PM	John Smith	
Travel Approval	High Risk Travel Approval	Charles Xavier	John Smith	27/10/2014 1:16 PM	John Smith	
Travel Approval	Domestic and International Travel Request Approval	Bruce Banner	John Smith	27/10/2014 1:17 PM	John Smith	
Travel Approval	Post Travel	John Smith	John Smith	27/10/2014 1:55 PM	John Smith	
Travel Approval	Travel Request	John Smith	John Smith	3/11/2014 9:05 AM	John Smith	

To view the full history of a Travel Approval, click on the History icon  next to the form. The following page will be displayed, showing the various stages an approval has progressed through. In the example shown below, this form has been signed off by the supervisor and is currently assigned to the Domestic Delegate for approval:

 Australian National University

Home Back

Log Out

History - Travel Approval

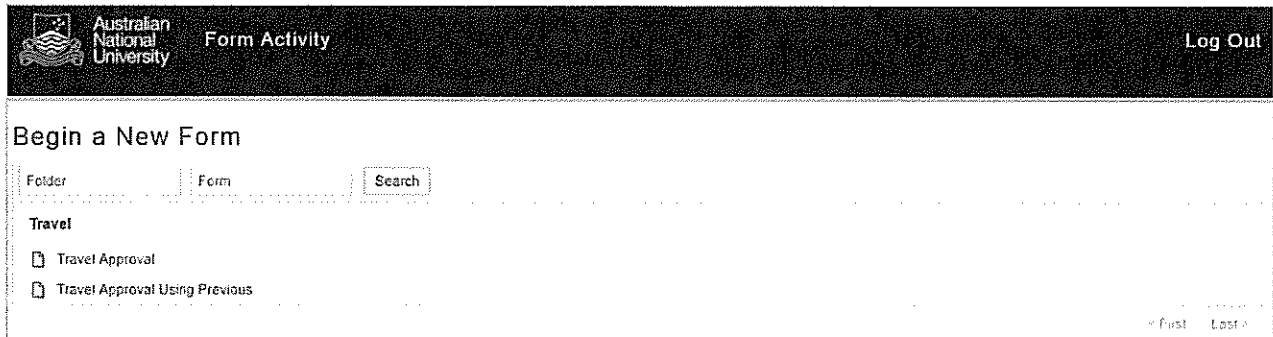
State	Date Created	Assigned To	Date Completed
Travel Request	22/10/2014 11:18 AM	John Smith	27/10/2014 11:09 AM
Supervisor Endorsement	27/10/2014 1:08 PM	Peter Parker	27/10/2014 1:08 PM
Domestic Travel Request Approval	27/10/2014 1:08 PM	Linda Carter	27/10/2014 1:08 PM

Create a new Travel Approval request

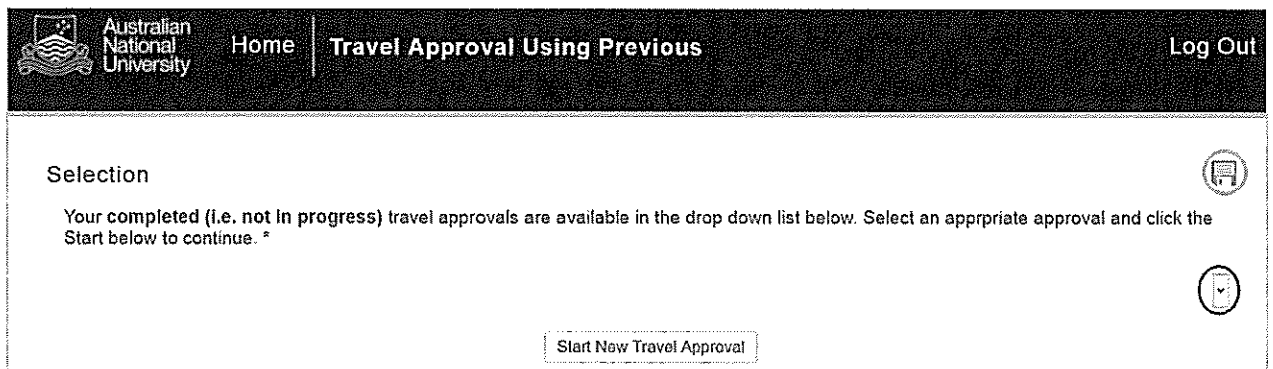
STEP 1 Click on the [Travel Approval](#) link to start a new Travel Approval request.

or

Click on [Travel Approval Using Previous](#) to use a completed past travel approval to prepopulate the form.

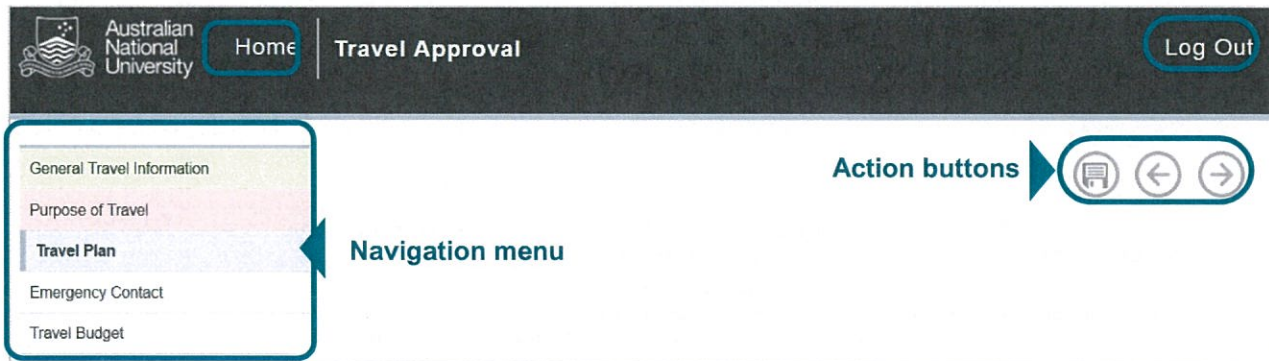


- Any past travel forms that have been completed fully (including Post Travel forms submitted), can be used for future travel approvals by the traveller.
- Click on the down arrow to select from available forms (if any).



SECTION 3 - STEPPING THROUGH THE TRAVEL APPROVAL PROCESS

Navigating the forms



Navigation panel

The panel on the left of each page enables tracking of progress through the form and allows user to step directly to a particular section. Each time the user navigates off a page it will validate (confirm) the information required is provided. If the information is complete, it will show as green, and if there is still key information to be added, then it will show as pink (as shown above). The active page will show as blue. A form cannot be submitted while any of these sections are red.

Action buttons

Save button

Click to save progress and enter a name for the form, which will be shown when next accessing the home page.

Navigation buttons

Steps forwards/backwards through the pages of the form.

Home

Click Home to return to the eForms Home page that lists current forms. Any progress that has not been saved will be lost.

Log Out

Click Log Out to exit out of the eForms system. If progress has not been saved, when next logging to the system, the user will be asked if they want to continue with the previous document.

Required fields

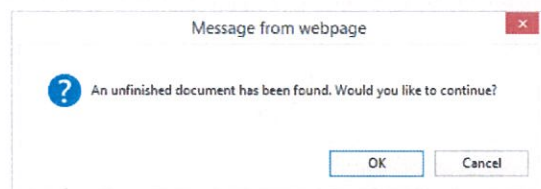
Fields marked with * are compulsory fields. The form cannot be submitted until all required fields are completed.

Dropdown arrows

Click on a dropdown arrow to select from a list of available options.

Note:

If a form was started in a previous session but the window was closed or user clicked Logged Out without clicking on Save, the following dialogue box will appear the next time the user logs in. This will give the user the option to continue with the previous document, however, this option is not available if the user clicked Home without saving - the data previously entered will be lost.



Click **OK** to open unfinished document.

Click **Cancel** to remove previous session's data and start over.

Help

Some fields on the form will have a Help icon ⓘ, which will provide additional information relating to a particular field. Click on the icon to display help text. Click on Close Help in the bottom right to exit.

Mode of Travel (if

ⓘ Note the proposed method of travel e.g. flight, hire car, research vessel.
Relevant ANU Policies: [Hired Vehicle](#) and [Use of Private Vehicle](#)
[Close Help](#)

Online help and other useful links can be found on the [F&BS Travel Website](#).

General Travel Information

The first page to complete on the Travel Approval form is the General Information page.

Australian National University Home | **Travel Approval** Log Out

General Travel Information

Purpose of Travel: _____

Travel Plan: _____

Emergency Contact: _____

Travel Budget: _____

Supporting Documentation: _____

Approving Delegates: _____

Name: John Smith University ID: U1234567

ANU Role * 2

Please be advised that additional information can be found at [F&BS Travel Website](#).

Travel Date From * 3

Travel Date To * 3


Brief Trip Description * 4

5 Acknowledgement* ☐ I certify that I am fit to travel and have not been declared unfit to travel by a Medical Practitioner.

Travel Insurance See the [Finance & Business Services](#) website for ANU travel insurance information.

STEP 2 Click on the **ANU Role** dropdown to select the relevant role.

- Some University IDs may be associated with different roles (e.g. student, staff), so select the role applicable to the travel being requested.

STEP 3 Enter the start and end dates of travel by clicking on the Calendar icon  and selecting the relevant date. Alternately, enter the date directly into the text field in the format DD/MM/YYYY:

- **Travel Date From:** commencement date of travel
- **Travel Date To:** arrive back from travel date


Note: The total number of days are calculated automatically from the dates provided. Check this matches what was expected.

STEP 4 Enter a short explanation of the purpose of travel (e.g. Administrative Conference in Sydney). This information will be used as the save name for your form.

STEP 5 Click on the acknowledgement to verify that you have not been certified as unfit to travel by a medical practitioner.

- Anyone travelling for ANU must be deemed “fit to travel” to be covered by the ANU travel insurance policy. Refer to the ANU Insurance Manual for further information.

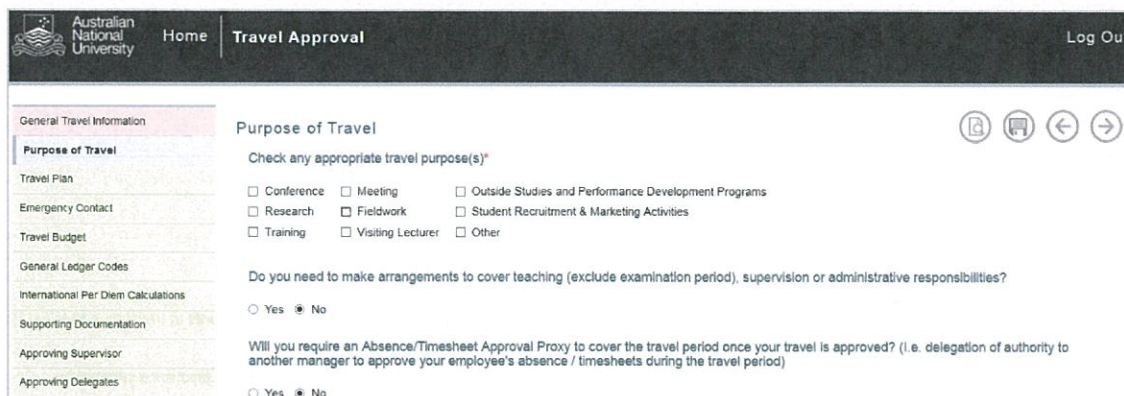
Click on the right arrow to navigate to the next section of the form. If there are errors on the page, the form won't progress. See next page.

Note: Each time the user navigates to another page using the  button, the page is validated (checked for errors). If there is an error on the page, the form won't progress and a validation error will be shown as per the example below:

Acknowledgement* ☐ I certify that I am fit to travel and have not been declared unfit to travel by a Medical Practitioner.

This is a required field

To move forward without resolving validation errors at this time, click on the next section via the left navigation menu. The page with errors will show in pink (as shown below) and the **form cannot be submitted until all validation errors are fixed**.



The screenshot shows the Australian National University Travel Approval form. The left navigation menu is highlighted in pink, indicating validation errors. The main content area is also pink. The form includes sections for General Travel Information, Purpose of Travel, and General Ledger Codes. The Purpose of Travel section has checkboxes for various travel purposes and radio buttons for questions about teaching arrangements and proxy approval. The validation errors are indicated by pink borders around the navigation menu and the main content area.

See the *Validation Errors* section of this user guide for more information.

Purpose of Travel

The Purpose of Travel section looks at more detailed reason(s) for the travel request. This page also flags HR related factors that may need to be addressed.

STEP 6 Click on the all relevant travel purpose(s) checkboxes that relate to the travel being requested.

STEP 7 For each Purpose of Travel checkbox ticked, provide additional details (e.g. the name of the event) in the applicable space(s) provided.

If *Fieldwork* is selected, additional sections will become visible that are required to be completed. Further details on these extra sections can be found in this guide.

The screenshot shows the 'Purpose of Travel' section of a form. It has a title bar with 'General Travel Information' and 'Purpose of Travel'. Below the title bar, there is a section titled 'Purpose of Travel' with the instruction 'Check any appropriate travel purpose(s)*'. There are three columns of checkboxes: 'Conference', 'Meeting', 'Outside Studies and Performance Development Programs', 'Research', 'Fieldwork', 'Student Recruitment & Marketing Activities', 'Training', 'Visiting Lecturer', and 'Other'. The 'Fieldwork' checkbox is selected. To the left of the checkboxes, there is a sidebar with 'Travel Plan', 'Fieldwork', and 'Risk Assessment'. The 'Fieldwork' item is highlighted with a blue box and an arrow pointing to the 'Fieldwork' checkbox.

Some questions vary on this page depending on whether the role selected on the previous page is as staff or student.


Staff page

The screenshot shows the 'Staff page' of the 'Purpose of Travel' section. It has a title bar with 'General Travel Information' and 'Purpose of Travel'. Below the title bar, there is a section titled 'Purpose of Travel' with the instruction 'Check any appropriate travel purpose(s)*'. There are three columns of checkboxes: 'Conference', 'Meeting', 'Outside Studies and Performance Development Programs', 'Research', 'Fieldwork', 'Student Recruitment & Marketing Activities', 'Training', 'Visiting Lecturer', and 'Other'. The 'Training' checkbox is selected. To the left of the checkboxes, there is a sidebar with 'Travel Plan', 'Emergency Contact', 'Travel Budget', 'Supporting Documentation', 'Approving Supervisor', and 'Approving Delegates'. The 'Training' item is highlighted with a blue box and an arrow pointing to the 'Training' checkbox. Below the checkboxes, there is a section titled 'Training course(s) you will be attending *' with a text input field. Below that, there is a section titled 'Do you need to make arrangements to cover teaching (exclude examination period), supervision or administrative responsibilities?' with radio buttons for 'Yes' and 'No'. Below that, there is a section titled 'Will you require an Absence/Timesheet Approval Proxy to cover the travel period once your travel is approved? (i.e. delegation of authority to another manager to approve your employee's absence / timesheets during the travel period)' with radio buttons for 'Yes' and 'No'. The 'No' radio button is selected for both questions. The 'Training' checkbox is highlighted with a blue box and an arrow pointing to it. The 'Training course(s) you will be attending *' section is highlighted with a blue box and an arrow pointing to it. The 'Do you need to make arrangements...' section is highlighted with a blue box and an arrow pointing to it. The 'Will you require an Absence/Timesheet Approval Proxy...' section is highlighted with a blue box and an arrow pointing to it.

STEP 8 Staff must answer the following HR related questions:

- Do provisions need to be made for the continuation of the traveller's duties in their absence?
- Does an absence/timesheet proxy (i.e. allocate timesheet and absence approval to another staff member) need to be setup? Clicking 'Yes', which will display a link to the ANU HR & Student Administration system.

Note: These questions are only intended as a prompt for the traveller or supervisor to take action. Clicking 'Yes' will not put into place the necessary arrangements, which are done independently of Travel Approval form.


Australian National University

[Home](#)
[Travel Approval](#)
[Log Out](#)

General Travel Information
Purpose of Travel
Travel Plan
Emergency Contact
Travel Budget
General Ledger Codes
Supporting Documentation
Approving Supervisor
Approving Delegates
Supervisor Endorsement
Finish

Purpose of Travel

Check any appropriate travel purpose(s)*

☒ Conference
☐ Meeting
☐ Outside Studies and Performance Development Programs

☐ Research
☐ Fieldwork
☐ Student Recruitment & Marketing Activities

☐ Training
☐ Visiting Lecturer
☐ Other

Conference name(s) you are attending, and if applicable the paper you will be presenting *

Program Plan





If applicable, has your program leave been approved?

☒ Yes ☐ No

Are you under a Scholarship?

☒ Yes ☐ No

Name of Scholarship

9

STEP 9 Students must answer the following student related questions:

- Enter program plan
- If applicable, has your program leave been approved?
- Are you under a Scholarship? If yes, enter name of scholarship

Click the right arrow to navigate to the next section of the form.

Travel Plan

The Travel Plan page requires a dissection of intended travel period into different segments. This is for the calculation of Fringe Benefits Tax (FBT), therefore it is not required that a full itinerary is provided.

Travel Plan

Dates as entered previously for user's reference

Travel Date From: Monday, 24 November 2014 **Travel Date To:** Friday, 28 November 2014 **5 Days**

Please provide an outline of your travel for approval purposes, if appropriate an itinerary can be uploaded using the Supporting Documentation page. **For FBT purposes, separate travel segments must start and finish on different dates and cannot overlap.** Where there is an overlap of dates, select the trip based on how you will spend the majority of your time:

- **Business Day:** Is when business activities have a duration of more than three hours;
- **Transit Day:** Is not a business day due to transportation from one destination to another and applies to greater than 12 hours flying time; and
- **Private Day:** The number of days that are not business days, days in transit and unavoidable delays.

Examples

☐ **Travel Segment 1**

10 **Travel Date From *** 24/11/2014 **Travel Date To *** 28/11/2014

Travel Type * In Transit

Destination * ☐ Domestic ☒ International

Destination Country * Saudi Arabia

DFAT Risk Rating **Level 3** - Reconsider your need to travel, Please check DFAT [Saudi Arabia Travel Advice](#)

City/Town/Province *

Mode of Travel (if known/relevant)

International Travel Declarations

Passport * ☐ I will be travelling on an **Australian** Passport ☐ I will be travelling on a **non-Australian** Passport

Travel Segments

STEP 10 Enter the dates of travel for the first travel segment or destination

- **Travel Date From** is the date travel will commence. This date must match the 'Travel Date From' shown at the top of this page (previously entered on General Travel Information page).
- **Travel Date To** is the date this segment of travel will end. If only travelling to a single location, the date must match the 'Travel Date To' shown at the top of the page.

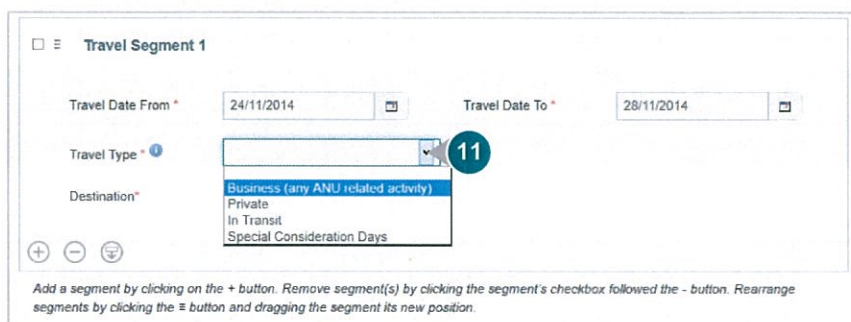
Note:



The Calendar icon  is used throughout the form. Click on the calendar icon and select the date or alternately enter the date directly into the text field (DD/MM/YYYY)


For instructions on adding additional segments, refer to the **Adding, deleting and moving travel segments** section of this user guide.


STEP 11 Enter the type of travel by clicking on the  icon and selecting the relevant option.



All travel days must be accounted for in the Travel Plan, and cannot overlap. If travelling to more than one destination on a single day, select the trip type based on how you will spend the majority of your time using the following trip types:

Business	An activity undertaken by an employee (i.e. attendance at a meeting, attendance at a conference, field research, speaking at a lecture) having a duration of more than three hours, that relates to their work as an ANU employee.
Transit	A day in transit that does not allow for the day to be a business day due to transportation from one destination to another. The first 2 days to any destination that is greater than 12 hours flying time will be considered days in transit.
Private	The number of days that are not business days, days in transit or unavoidable delays.
Special Consideration Days	Additional days approved by the travel delegate in circumstances where the traveller requires additional days for recovery due to health and safety.

Note: Where there is more than one relevant type associated with the requested travel period, add each type in as separate segment by clicking on the  icon. For example: if taking an extra day for personal purposes (e.g. sightseeing etc.), include one segment for business and another for the personal component.

For more information, click on the help icon .

STEP 12 Select whether the destination for this segment is Domestic or International.



Note: Returning to Australia from overseas travel is considered a domestic segment even though departing from an international location, as the destination is a domestic location. For flights under 12 hours to an international location, a single international segment may be used (e.g. Segment 1: International – Auckland for the full travel time)

Domestic Travel

A domestic travel segment is where the destination is an Australian location, regardless of the departure country.

The screenshot shows the 'Travel Segment 1' form. It includes fields for 'Travel Date From' (24/11/2014), 'Travel Date To' (28/11/2014), 'Travel Type' (In Transit), 'Destination' (Domestic selected), 'Destination State' (dropdown), 'City/Town' (text), and 'Mode of Travel (if known/relevant)' (text). A blue circle with the number 13 points to the 'Destination State' dropdown, and a blue circle with the number 14 points to the 'Mode of Travel' text field. At the bottom are plus, minus, and refresh icons.

STEP 13 Click on the dropdown arrow and select the destination state (e.g. NSW), then type the city/town name (e.g. Sydney).

STEP 14 Enter any known 'Mode of Travel' information (e.g. flight, hire car, research vessel).

International Travel

International travel segments are completed in a similar way to domestic travel, however, some additional information is required. An international travel segment is where the destination is an overseas location. If there is an Australian leg on an international flight, it is not necessary to include a domestic segment first. Remember however, where the flying time is greater than 12 hours, the first segment must be an In Transit segment.

STEP 15 Enter the destination country. Auto-fill is enabled in this field, so type few letters of the country name and a list of possible destinations will appear that you can select.

The screenshot shows the 'Travel Segment 1' form for international travel. It includes fields for 'Travel Date From' (24/11/2014), 'Travel Date To' (28/11/2014), 'Travel Type' (In Transit), 'Destination' (International selected), 'Destination Country' (dropdown), 'City/Town/Province' (text), and 'Mode of Travel (if known/relevant)' (text). A blue circle with the number 15 points to the 'Destination Country' dropdown, which is open and showing a list of countries: Reunion, Tunisia, United Arab Emirates, United Kingdom, and United States of America. At the bottom are plus, minus, and refresh icons.

Risk Ratings: The travel form is linked to the Department of Foreign Affairs and Trade (DFAT) travel advice, to provide travel warnings (risk ratings) to the selected country as shown in the examples below:

Destination Country *	<input type="text" value="United Kingdom"/>
DFAT Risk Rating	Level 1 - Exercise normal safety precautions, Please check DFAT United Kingdom Travel Advice

Destination Country *	<input type="text" value="Iraq"/>
DFAT Risk Rating	Level 4 - Do not travel, Please check DFAT Iraq Travel Advice

If travelling to a location where the risk ratings vary for different regions in that country, then the region will need to be selected in order to apply the appropriate risk rating.

Destination Country *	<input type="text" value="Russia"/>
Region *	<div><div></div><div></div></div>
City/Town/Province *	<div>North Caucasus</div> <div>Other/Not Listed</div> <div>Regions bordering the Ukrainian provinces of Donetsk, Lugansk and Kharkiv</div>

Travelling to countries with a DFAT Risk Rating of 3 or 4 will trigger an additional section to be completed on the Travel Approval form. See the **Travelling to High Risk Destination** section of this guide for more information on traveling to high risk areas.

STEP 16 Enter the destination city/town/province.

STEP 17 Enter any known 'Mode of Travel' information (e.g. flight, hire car, research vessel).

☐ ☐ **Travel Segment 1**

Travel Date From *

Travel Date To *

Travel Type *

Destination*

☐ Domestic ☒ International

Destination Country *

DFAT Risk Rating

Level 4 - Do not travel, Please check DFAT [Iraq Travel Advice](#)




City/Town/Province *

16

Mode of Travel (if known/relevant) **17**

Add a segment by clicking on the + button. Remove segment(s) by clicking the segment's checkbox followed the - button. Rearrange segments by clicking the ≡ button and dragging the segment its new position.

Adding, deleting and moving travel segments

Add	To create an extra travel segment, click on the  icon at the bottom of the Travel Segment box.
Remove	To remove a segment, click on the checkbox <input type="checkbox"/> next to the segment to be removed, and click on the  icon.
Reorder	To reorder segments, click on the  icon and hold the mouse button down, while dragging into the correct position.

Remember, the all travel days specified on the General Travel Information page must to be accounted for in the Travel Plan, and cannot overlap. Information on this page is an overview of intended travel and is not a full itinerary. Refer to Step 11 for further information about the various trip types.

Declarations

STEP 18 Advise the nationality of the passport to be used for this trip, then read and check the related travel declarations to acknowledge and agree to requirements.

- **Travelling on an Australian Passport**

International Travel Declarations

Passport*

☒ I will be travelling on an **Australian** Passport

☐ I will be travelling on a **non-Australian** Passport

Acknowledgement*

☐ I certify that I will register my travel with [DFAT Smart Traveller](#).

Acknowledgement*

☐ I will continue to review and monitor the DFAT Smart Traveller's [Travel Advisories](#) for possible changes to the destination's risk rating.

If travelling on an Australian Passport, click on the Australian Passport option, then read and check the acknowledgments:

- ANU travellers are required to register with DFAT prior to the trip and continue to monitor for any changes to the risk rating. These acknowledgments must be checked before continuing with the Travel Approval form.

- **Travelling on a non-Australian Passport**

International Travel Declarations

Passport*

☐ I will be travelling on an **Australian** Passport

☒ I will be travelling on a **non-Australian** Passport

List the Non-Australian passport(s)

Acknowledgement*

☐ I certify that I will register my travel with my relevant government authority.

If travelling on a non-Australian Passport, click on the non-Australian Passport option, then list the passport(s) the traveller will be using, and read and check the acknowledgment:

- ANU travellers are required to register with their relevant agency prior to the trip (where relevant). This acknowledgment must be checked before continuing with the Travel Approval form.

Travelling to High Risk Destination

When specifying a country on the Travel Plan page that has a DFAT Risk Rating of 3 or 4, an additional page is triggered which will need to be completed on the Travel Approval form.

Travel Plan

Travelling to High Risk Destination

Fieldwork

Risk Assessment

Emergency Contact

Travel Budget

Supporting Documentation

Approving Supervisor

Approving Delegates

Please provide an outline of your travel for approval purposes, if appropriate an itinerary can be uploaded using the Supporting Documentation page. **For FBT purposes, separate travel segments must start and finish on different dates and cannot overlap.** Where there is an overlap of dates, select the trip based on how you will spend the majority of your time:

- Business Day: Is when business activities have a duration of more than three hours;
- Transit Day: Is not a business day due to transportation from one destination to another and applies to greater than 12 hours flying time; and
- Private Day: The number of days that are not business days, days in transit and unavoidable delays.

Examples

☐ Travel Segment 1

Travel Date From * 24/11/2014 Travel Date To * 28/11/2014

Travel Type * In Transit

Destination * ☐ Domestic ☒ International

Destination Country * Iraq

DFAT Risk Rating **Level 4 - Do not travel. Please check DFAT [Iraq Travel Advice](#)**

Any proposal to visit a High Risk Destination must include risk assessment that addresses the potential risks and the means by which each level of risk will be reduced.

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Travelling to High Risk Destination

Risk Assessment is mandatory for applicant travelling to High Risk Destination(s). Please complete the following risk assessment and submit it as part of your travel request.

[ANU Policy and Procedure on Travel to High Risk Destinations](#)

[ANU Policy and Procedure on Risk Assessment](#)

☐ I will ensure that I read the DFAT Travel Advice prior to completing the Risk Assessment. 19

☐ I will ensure the airfare is fully flexible and refundable.

Please provide your emergency evacuation plan. *

20

ANU's travel insurer ACE has partnered with Red24, a crisis management company to support and assist with

- immediate access to security experts or any security or safety concerns;
- ground support and/or evacuation assistance in the event of civil unrest, natural disaster or a terrorist incident;
- concerns about identity being compromised due to a data breach.

Call the 24/7 ACE emergency response team on +61 2 8907 5995 (reverse charge) to get immediate assistance and help.

STEP 19 Read and check the declarations to acknowledge and agree to requirements for travelling to High Risk Destinations.

- It is important to read the DFAT Travel Advice before completing the risk assessment, as this will alert the traveller to potential risk associated with travelling to the intended country that should be addressed in risk assessment.

STEP 20 Provide details of an emergency evacuation plan should withdrawal from the High Risk Destination become necessary while travelling.

Fieldwork

An ANU requirement of undertaking fieldwork is that a detailed Fieldwork Assessment and Risk Assessment be completed for the intended travel.

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Fieldwork

Please complete the following fieldwork assessment and add any supplementary documentation using the Supporting Documentation page. Completing a Risk Assessment for all potential risks is mandatory for applicants travelling for fieldwork.

Acknowledgement* ☐ I confirm that I have read and will act in accordance with the [ANU Procedure on Fieldwork health and off-campus work safety](#)

General

Do you have any pre-existing medical condition(s) that may significantly impact your ability to undertake the fieldwork activities?*

☐ Yes ☐ No

Are you the trip leader?*

☐ Yes ☐ No

Will camping be involved during this field trip?*

☐ Yes ☐ No

Will scuba diving equipment be used during this field trip? *

☐ Yes ☐ No

Is another organisation managing this field trip?*

☐ Yes ☐ No

Contacts and Locations

Where applicable provide; all personal mobile numbers, accommodation phone number(s), research station address, research station/host organisation contact name(s) and phone numbers(s), local contact name(s) and phone number(s).

Where applicable provide; address and contact details of local police, hospital or other local emergency services in the immediate area(s) in which you'll be working.

Where applicable provide; exact fieldwork location in which you'll be working.

Latitude

Longitude

Before signing this form you must have:*

☐ -Discussed the fieldwork with the trip leader (or trip party, depending on whether the trip leader box has been checked) and be comfortable with the work you will be expected to undertake, your ability to carry out the work safely and the lines of authority including supervision.

☐ -Discussed and agreed to any conditions relating to payment and/or cost reimbursement

When undertaking fieldwork I am aware that I should: *

☐ -Always carry a working mobile phone (or other communication device if not in mobile range) with contacts for appropriate people in your school such as your Supervisor or Fieldwork Safety Officer.

☐ -Abide by any permit conditions that may apply to the project. Or if applicable, I have permission to enter private land.

☐ -Be aware of, and respect, the wildlife around me.

☐ -Not drive motor vehicles without proper driving authority or when excessively tired.

☐ -Take appropriate breaks, every 2 hours, when driving.

☐ -If working as part of a team, never be out of sight of at least one other member of the party and not go off on my own without other members knowing and approving.

☐ -Phone my supervisor or emergency contacts immediately for urgent, non-medical problems.

When undertaking fieldwork I am aware that I should: *

☐ -For medical emergencies in Australia, phone 000 (or 112 if necessary from a mobile) if applicable for an ambulance, and then contact Supervisor or other contacts if the Supervisor is unavailable. Overseas there are different emergency service phone numbers.

☐ -Arrange for access to cash in an emergency

☐ -Treat the locations of the study sites as strictly confidential (if applicable)

☐ -Ensure that the data and information collected on the field trip remain the intellectual property of the researcher and the ANU

In the event you are on a domestic or overseas field-trip and require emergency travel, medical or security advice or assistance, call the 24/7 ACE emergency response team on +61 2 6907 5995 (reverse charge) to get immediate assistance and help

STEP 21 Read the [ANU Procedure on Fieldwork health and off-campus work safety](#) and tick the checkbox confirming traveller will adhere to this policy while on fieldwork.

General fieldwork information

STEP 22 Select whether there are any pre-existing medical conditions that may affect ability to undertake fieldwork

If yes, when appropriate:

- complete a risk assessment to show where controls to mitigate/minimise risk have been considered.
- discuss matter with the Fieldwork Supervisor, and, if deemed necessary, obtain a medical management plan from the doctor to assist with appropriate treatment and safety in the field.

STEP 23 Select whether traveller is the trip leader/supervisor (includes those travelling alone).

If yes, complete the additional trip leader information:

- Indicate if travelling alone or with other people on this field trip
 - Trip leaders travelling with others must provide details such as name and University ID as requested.
- In some instances, a first aid kit and person(s) is a fieldwork requirement. Please refer to the [ANU Procedure on Fieldwork health and off-campus work safety](#) for further information.

Are you the trip leader?*	
<input checked="" type="radio"/> Yes	<input type="radio"/> No
Are you the only person involved in the fieldwork?	
<input type="radio"/> Yes	<input checked="" type="radio"/> No
Who will be involved in the fieldwork?*	
<input checked="" type="checkbox"/> Staff	
<input type="checkbox"/> Students	
<input type="checkbox"/> Volunteers/Non-ANU personnel	
Staff Details	
University ID	Full Name
<input type="text" value="u1234567"/>	<input type="text" value="Barry Allen"/>
<input type="button" value="+"/> <input type="button" value="-"/>	
Number of First Aid Persons (enter 0 if not applicable) *	
<input type="text" value="1"/>	
Number of First Aid Kits (enter 0 if not applicable) *	
<input type="text" value="1"/>	

STEP 24 Indicate if there will be any camping undertaken on this trip

- If yes, include and details known about the site

Will camping be involved during this field trip?*
<input checked="" type="radio"/> Yes <input type="radio"/> No
Provide some relevant details, for example camp site selection, cooking facilities, potable water, power and lighting, privacy, washing arrangements and security. *
<div></div>

STEP 25 Indicate if there will be any diving equipment used on this trip.

- If yes, contact the responsible Diving Safety Officer or WHS team, who will advise of additional requirements and insurance implications.

Will scuba diving equipment be used during this field trip? *

☒ Yes ☐ No

Please contact your local Diving Safety Officer for further details of what additional documentation is required.

STEP 26 If there is another organisation responsible for the field trip, the following details must be provided.

Is another organisation managing this field trip? *

☒ Yes ☐ No

Name of the organisation *

Name of organisation's primary contact *

Organisation's primary contact email *

Organisation's primary contact phone number *

Attach a copy of the fieldwork risk assessment that has been prepared by the organisation that is managing this fieldtrip here.

Upload New

Contacts and Locations

STEP 27 Provide all available contact and location details for the fieldwork site as requested.

Contacts and Locations

Where applicable provide; all personal mobile numbers, accommodation phone number(s), research station address, research station/host organisation contact name(s) and phone numbers(s), local contact name(s) and phone number(s).

Where applicable provide; address and contact details of local police, hospital or other local emergency services in the immediate area(s) in which you'll be working.

Where applicable provide; exact fieldwork location in which you'll be working.

Latitude

Longitude

Fieldwork declarations

STEP 28 Carefully read the fieldwork declarations and the tick the checkbox to agree.

Risk Assessment

A risk assessment is a requirement of field trips and when visiting High Risk Destinations. Travellers are must identify potential risks, controls to manage the risk, and then assess the likelihood/consequence of the risk if those controls are in place.

The screenshot shows the 'Risk Assessment' section of the Australian National University Travel Approval form. On the left is a sidebar with navigation links: General Travel Information, Purpose of Travel, Travel Plan, Travelling to High Risk Destination, Fieldwork, Risk Assessment (highlighted), Emergency Contact, Travel Budget, Supporting Documentation, Approving Supervisor, and Approving Delegates. The main content area is titled 'Risk Assessment' and includes instructions on how to complete the form. Below the instructions is a section titled 'Check any identified hazards from the list below*' with a grid of checkboxes for various hazards: Civil Unrest/Political Disorder, Crime, Fire, Driving, Transport and Equipment, Flora and Fauna, Health, Heat Stress, Hypothermia, Safety and Security, Terrorism, Weather Conditions, and Other. The 'Weather Conditions' checkbox is checked. Navigation arrows are visible in the top right and bottom right corners.

Some risks are dependent both on the individual characteristics of the traveller (language competence, experience, gender, ethnicity, religion, nationality and sexual orientation) and on circumstances in the destination country. Risks may include:

- disease
- misadventure (including traffic accidents, natural disasters, and extreme climatic conditions)
- harassment (including physical attacks, extortion and arrest by authorities)

STEP 29 Select all the relevant hazards that apply to the requested trip.

- If the hazard to be completed does not fit into one of the hazard options, select Other and enter a description of the hazard in the text box.
- Additional potential risks for a high risk country can also be found on the DFAT website.

This screenshot shows the 'Weather Conditions' section of the form. It starts with the instruction 'Check any identified hazards from the list below*'. Below this is a grid of checkboxes for various hazards. The 'Weather Conditions' checkbox is checked. A tip states: 'Tip: you can add and remove entries using the + and - buttons below.' Below the tip is a section titled 'Weather Conditions' with a sub-section 'Risk'. The 'Risk' section has a 'Description of Risk *' text box, a 'Likelihood of Risk *' dropdown menu, and a 'Consequence of Risk *' text box. Navigation arrows are visible in the top right and bottom right corners.

STEP 30 Describe the risk that may result from the selected hazard (some examples are provide at the end of this section)

STEP 31 Click on the dropdown arrow to select the likelihood and consequence of this risk.

Likelihood: probability of something happening and the frequency with which it happens, and

Consequence: the outcome and impact of an event if it occurs.

STEP 32 Provide a control measure to eliminate or reduce the risk.

- Enter as many controls as required for each risk by clicking on the 

STEP 33 Once all the above controls are implemented, indicate the remaining risk.

- Residual risk rating should be less or, at the very least, no worse than the initial risk rating.

Flora and Fauna

Risk

Description of Risk *

Likelihood of Risk * Consequence of Risk *

Risk Rating **Medium 6** - Please See [Risk Ratings Details](#).



Risk Controls

I.e. what will you do to lessen the risk? For example: *Stay in motel during protests*

☐ Control 1 *

☐ Control 2 *

☐ Control 3 *




Add a risk control by clicking on the + button. Remove risk control(s) by clicking the segment's checkbox followed the - button. Rearrange risk controls by clicking the = button and dragging the segment its new position.

Residual Risk

Please reassess the Likelihood and Consequence ratings to determine the remaining risk after the risk controls have been implemented

33 Residual Likelihood * Residual Consequence

Residual Risk Rating **Medium 3** - Please See [Risk Ratings Details](#).

Examples of completed risk assessments:

Weather Conditions

Risk

Description of Risk *



Likelihood of Risk * Consequence of Risk *

Risk Rating **High 8** - Please See [Risk Ratings Details](#).

Risk Controls

I.e. what will you do to lessen the risk? For example: *Stay in motel during protests*

☐ Control 1 *




Add a risk control by clicking on the + button. Remove risk control(s) by clicking the segment's checkbox followed the - button. Rearrange risk controls by clicking the = button and dragging the segment its new position.

Residual Risk

Please reassess the Likelihood and Consequence ratings to determine the remaining risk after the risk controls have been implemented

Residual Likelihood * Residual Consequence

Residual Risk Rating **Medium 4** - Please See [Risk Ratings Details](#).

Check any identified hazards from the list below*

- | | | | |
|---|--|---|---|
| <input checked="" type="checkbox"/> Civil Unrest/Political Disorder | <input type="checkbox"/> Crime | <input type="checkbox"/> Fire | <input type="checkbox"/> Driving, Transport and Equipment |
| <input type="checkbox"/> Flora and Fauna | <input checked="" type="checkbox"/> Health | <input type="checkbox"/> Heat Stress | <input type="checkbox"/> Hypothermia |
| <input type="checkbox"/> Safety and Security | <input type="checkbox"/> Terrorism | <input type="checkbox"/> Weather Conditions | <input type="checkbox"/> Other |

Civil Unrest and Political Disorder

Risk

Description of Risk * Being inadvertently caught up in riots and clashes between the military and the public in the Central Business District

Likelihood of Risk * Possible (2) - Might occur at some time ▼ Consequence of Risk * Major (3) - Extensive injuries / possible multiple fatalities ▼

Risk Rating Medium 6 - Please See [Risk Ratings Details](#)

Risk Controls

I.e. what will you do to lessen the risk? For example: Stay in motel during protests.

- ☐ Control 1 * I will ensure my lodging is away from the CBD
- ☐ Control 2 * If riots/clashes break out, I will contact the Australian consulate and remain in my lodging until advised otherwise
- (+) (-)

Add a risk control by clicking on the + button. Remove risk control(s) by clicking the segment's checkbox followed the - button. Rearrange risk controls by clicking the ≡ button and dragging the segment its new position.

Residual Risk

Please reassess the Likelihood and Consequence ratings to determine the remaining risk after the risk controls have been implemented.

Residual Likelihood * Unlikely (1) - May only occur in exceptional circumstances ▼ Residual Consequence * Major (3) - Extensive injuries / possible multiple fatalities ▼

Residual Risk Rating Medium 3 - Please See [Risk Ratings Details](#)

(+) (-)

Add a risk by clicking on the + button. Remove risk(s) by clicking the segment's checkbox followed the - button. Rearrange risks by clicking the ≡ button and dragging the segment its new position.

Health

Risk

Description of Risk * Being exposed to and contracting the Ebola virus

Likelihood of Risk * Possible (2) - Might occur at some time ▼ Consequence of Risk * Catastrophic (4) - Multiple Fatalities ▼

Risk Rating High 8 - Please See [Risk Ratings Details](#)

Risk Controls

I.e. what will you do to lessen the risk? For example: Stay in motel during protests.

- ☐ Control 1 * I will obtain advice from DFAT and the relevant health authorities on the safety precautions I need to undertake
- ☐ Control 2 * I will inform local authorities of the prevailing country immediately if I show any signs and symptoms of the virus
- (+) (-)

Add a risk control by clicking on the + button. Remove risk control(s) by clicking the segment's checkbox followed the - button. Rearrange risk controls by clicking the ≡ button and dragging the segment its new position.

Residual Risk

Please reassess the Likelihood and Consequence ratings to determine the remaining risk after the risk controls have been implemented.

Residual Likelihood * Unlikely (1) - May only occur in exceptional circumstances ▼ Residual Consequence * Catastrophic (4) - Multiple Fatalities ▼

Residual Risk Rating Medium 4 - Please See [Risk Ratings Details](#)

(+) (-) (≡)

Emergency Contact

STEP 34 Enter details of how the traveller can be contacted while travelling.

In case there is a need for urgent contact, also include details of:

- accommodation and/or other emergency instructions; and
- other contact persons that may be with onsite with the traveller by clicking Yes to include additional contacts.

STEP 35 Ensure emergency contact details are updated on HORUS/ISIS and click on the acknowledgement.

The screenshot shows the 'Emergency Contact' section of the Australian National University Travel Approval form. The form is titled 'Emergency Contact' and includes a sidebar with navigation links: General Travel Information, Purpose of Travel, Travel Plan, Travelling to High Risk Destination, Fieldwork, Risk Assessment, Emergency Contact (highlighted), Travel Budget, Supporting Documentation, Approving Supervisor, and Approving Delegates. The main content area contains the following fields and options:

- 34** Your phone number whilst travelling * (text input field)
- Your email whilst travelling * (text input field)
- Name(s) of your accommodation, and/or other instructions in case of emergency (if known). (text area)
- Would you like to add any other people as additional emergency contacts?* (radio buttons for Yes and No)
- 35** Acknowledgement* (checkbox for I will ensure that my Emergency Contact details are up-to-date in ISIS/HORUS prior to any travel)

Navigation icons (back, forward, and a document icon) are located in the top right corner of the form area.

Travel Budget

The Travel Budget page allows anticipated travel expenses to be assigned one or more parties.

Travel Budget

Please provide an estimate of the anticipated expenses for your travel

☒ Funded by ANU
☒ Funded by a third party
☒ Privately funded

ANU Funded Travel Expenses

Expense Type	Payment Type	Amount AUD\$
Airfare - International	Direct Payment To Supplier	\$1,400
Miscellaneous - Travel	Per-Diem	\$3,600

Total ANU Funded Expenses: AUD\$5000

Third Party Travel Funding

Add and remove expenses by using the + and - buttons.

Estimated Third Party Funding AUD\$ 1500

Sponsor Name Company A

Private Travel Funding

Estimated Private Funding AUD\$ 500

Funding Comments

STEP 36 Select one or more funding sources for the travel:

- **Funded by ANU:** Expenses to be covered by ANU
- **Funded by a third party:** Expenses will be paid by an external party
- **Privately funded:** Expenses to be paid by the traveller

STEP 37 If **Funded by ANU** option was selected, complete the details of anticipated expenses:

- Select the type of expense (e.g. accommodation, airfare, conference fees, taxis etc.)
- Select how the expense will be paid (e.g. ANU purchase card, payment to supplier, reimbursement etc.)
- Enter the estimated expense amount in whole dollars
- Click on the icon to add additional expenses
- Note: Selecting a per diem payment type will trigger the per diem calculations page

STEP 38 Enter details of privately or third party funded expenses

General Ledger Codes

The General Ledger Codes page assigns the travel expenses to a department and project.

Note: The General Ledger Codes can be left blank if not known; however, the approving supervisor will need to complete this section before it can be progressed.

Alternate names across ANU for the General Ledger Code are: GLC, Budget Code, Budget, Charfields Structure, Chartfields, Account

STEP 39 Enter the relevant ledger codes for department responsible for the travel expense(s) and the amount to be allocated. If the expense is to be split across numerous codes, click on **+** to add additional codes and expense amounts.

- The Unallocated Expenses should equal AUD\$0 once all amounts have been allocated to a project.

The screenshot shows the 'General Ledger Codes' page in the Australian National University Travel Approval system. The page has a dark header with the ANU logo, 'Home', 'Travel Approval', and 'Log Out' links. A sidebar on the left lists various travel-related sections, with 'General Ledger Codes' highlighted. The main content area is titled 'General Ledger Codes' and includes instructions: 'Please provide the General Ledger Code(s) for the \$5000 ANU funded travel expenses. General ledger codes are not mandatory until the supervisor approval stage, but should be supplied where known.' Below this, a table allows users to add and remove budget codes using '+' and '-' buttons. The table has columns for 'Fund', 'Department ID (E.g. 24510)', 'Project ID (if required e.g. 01)', and 'Amount AUD\$'. A single entry is shown: Fund 'R', Department ID '49510', Project ID '01', and Amount '\$5,000'. A blue circle with the number '39' is next to the amount field. Below the table is a 'Totals' section with a red warning icon. The Totals section lists: Total Travel Cost (AUD\$7000), Third Party Funding (AUD\$1500), Private Funding (AUD\$500), ANU Funded Expenses (AUD\$5000), General Ledger Total (AUD\$5000 (Must equal ANU funded Expenses)), and Unallocated Expenses (AUD\$0). The 'Unallocated Expenses' field is highlighted with a blue border. A right arrow button is at the bottom right of the form.

Fund	Department ID (E.g. 24510)	Project ID (if required e.g. 01)	Amount AUD\$
R	49510	01	\$5,000


Totals	
Total Travel Cost	AUD\$7000
Third Party Funding	AUD\$1500
Private Funding	AUD\$500
ANU Funded Expenses	AUD\$5000
General Ledger Total	AUD\$5000 (Must equal ANU funded Expenses)
Unallocated Expenses	AUD\$0

Pre Travel FBT Estimation

Private component on an ANU business trip

If a private travel component will be taken as part of this trip, an estimate of FBT will be calculated. The information on this page is based on dates of private travel segments entered into the Travel Plan.

Where the personal component is greater than 40%, the traveller is required to contribute to the cost. An estimated amount owed by the traveller is calculated below:

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Pre Travel FBT Estimation

Travel Date From: Monday, 24 November 2014

Travel Date To: Friday, 28 November 2014

5 days

Travel Days Allocation

Special Consideration Days	0
Days in Transit/Unavoidable delays	0
Days where business activities were undertaken	3
Days of Private Component	2
Estimated Percentage of Private Component	40%

Is primary purpose business?

No

Is an Employee Contribution Required?

Yes

Employee Contribution Percentage

50%

Estimated cost of airfares

\$1,400.00

Estimated Employee Contribution

\$700.00

☒ In submitting this pre-trip FBT calculation, I agree to reimburse the amount with the Business Office to reduce the ANU's FBT liability to zero within 30 days of my return

Per Diem Calculations

The Per Diems Calculations page(s) are activated when a Payment Type of Per-Diem is selected on the Travel Budget page as shown below:

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Pre Travel FBT Estimation

Domestic Per Diem Calculations

International Per Diem Calculations

Travel Budget

Please provide an estimate of the anticipated expenses for your travel.

Funding source(s)*

☒ Funded by ANU

☐ Funded by a third party

☐ Privately funded

ANU Funded Travel Expenses

Expense Type	Payment Type	Amount AUD\$
<input type="checkbox"/> Airfare - International	Direct Payment To Supplier	\$1,400
<input checked="" type="checkbox"/> Miscellaneous - Travel	Per-Diem	\$3,600

The relevant international and/or domestic per diem page is triggered based on the segments entered into the Travel Plan (i.e. if there are only domestic segments added, then only the Domestic Per Diem Calculations page will appear).

Note: The per diems calculations on the Travel Approval form are determined by the ATO.

Domestic per diem calculations

STEP 40 Click on the dropdown and select the relevant salary range.

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Domestic Per Diem Calculations

Domestic Per Diem is calculated based on your salary range and travel destination. Travel destinations are divided into capital cities/high cost country centres and all other areas as provided by the ATO. [Click here](#) for a complete list of capital cities/high cost country centres to determine your destinations type.

Salary Range: Below \$112,610

Day of Departure

Departure Time: Between 7AM and 1PM

Departing From: Capital City/High Cost Country Centre

Allowance on Departure Day: \$77.20

Complete Days Absence

Nights in capital cities and high cost country areas	Meals/Incidentals	Amount
2		\$205.10 / \$37.40
0		\$0.00 / \$0.00

Day of Return

Return Time: Between 1PM and 7PM

Returning From: Capital City/High Cost Country Centre

Allowance on Return Day: \$53.90

ATO Approved Reasonable Amounts

Total Domestic Travel Meal Allowance Amount: \$336.20

Total Domestic Travel Incidental Allowance Amount: \$37.4

Grand Total: \$373.60

☐ I declare that the requested per diem amount in Travel Budget section is not greater than the ATO Approved Reasonable Amount

STEP 41 Select the intended departure information:

- **Departure Time:** select from a time range in the drop down. Air travel: add 1 hour before flight for capital cities, and 30 minutes before flight for country areas. Other travel: use the actual planned departure time.
- **Departing From:** select the destination type as determined by the ATO (e.g. Capital City, High Cost Country Centre). Click on the link at the top of the page for a list of domestic high cost country centres.
- The calculated amount to be paid for the day of departure is calculated and stated in the *Allowance on Departure Day* field, which will be added to the amounts calculated for the remainder of the trip to reach a total allowance amount.

STEP 42 Enter the number of intended nights to be spent at various destination types

- This will calculate the amount to be paid for meals and incidentals for each night away.

Complete Days Absence			Meals	Incidentals
Nights in capital cities and high cost country areas	<input type="text" value="4"/>	Meals/Incidentals	\$410.20	\$74.80
Nights in other areas	<input type="text" value="2"/>	Meals/Incidentals	\$186.80	\$37.40

STEP 43 Select the intended return information:

- **Return Time:** select from a time range in the drop down. Air travel: add 1 hour after flight arrival for capital cities, and 30 minutes for country areas. Other travel: use the actual planned return time.
- **Returning From:** select the return destination type as determined by the ATO (e.g. Capital City, High Cost Country Centre).
- The calculated amount to be paid for the day of return is calculated and stated in the *Allowance on Return Day* field.

STEP 44 Copy the calculated Grand Total amount to the Travel Budget page in the per diem miscellaneous expense amount field.

ATO Approved Reasonable Amounts		
Total Domestic Travel Meal Allowance Amount: \$728.10		
Total Domestic Travel Incidental Allowance Amount: \$112.2		
Grand Total: \$840.30		


ANU Funded Travel Expenses		
Expense Type	Payment Type	Amount AUD\$
<input type="checkbox"/> Airfare - Domestic	Direct Payment To Supplier	\$400
<input type="checkbox"/> Miscellaneous - Travel	Per-Diem	\$840

- The amount can be adjusted if appropriate, however, if this amount varies from the ATO specified amount, provide details in Funding Comments field.

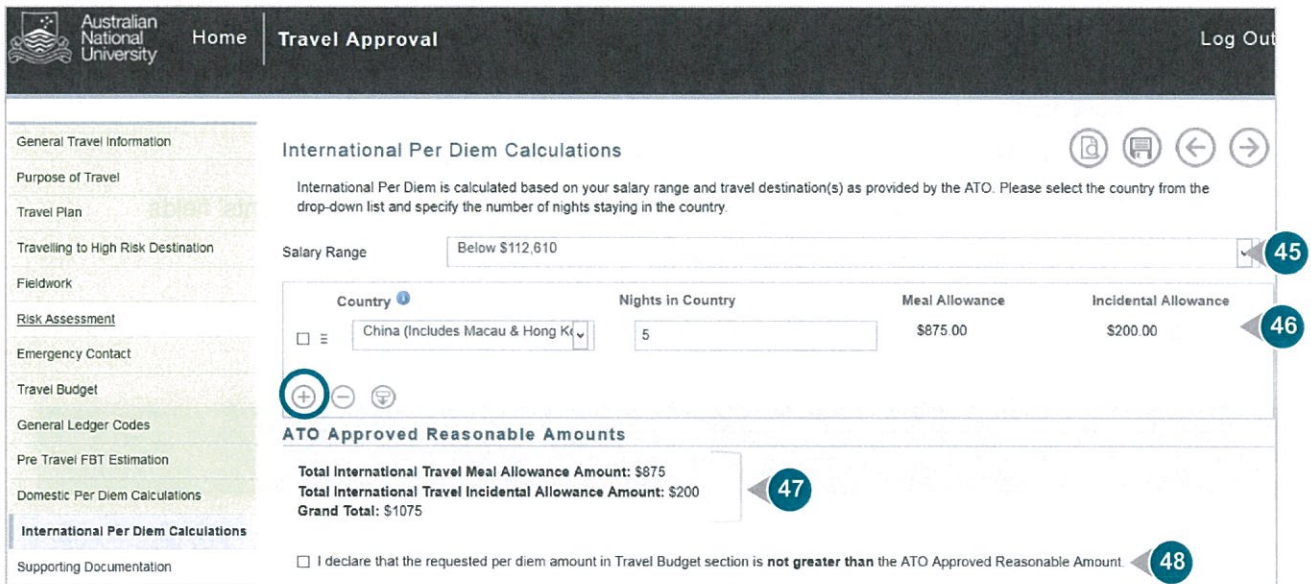
International per diem calculations

STEP 45 Click on the dropdown and select the relevant salary range.

STEP 46 Select the destination country from the drop down list and the number of nights in that country.

- If travelling to multiple countries, add additional locations using the  button.

Note: The list of countries is specified by the ATO. If the relevant country is not listed, select *Other*.
(NB: China includes Hong Kong and Macau)



The screenshot shows the 'International Per Diem Calculations' section of the Australian National University Travel Approval form. The form includes a sidebar with navigation links and a main content area. The main content area has a title 'International Per Diem Calculations' and a description: 'International Per Diem is calculated based on your salary range and travel destination(s) as provided by the ATO. Please select the country from the drop-down list and specify the number of nights staying in the country.' Below this, there is a 'Salary Range' dropdown set to 'Below \$112,610'. A table shows the calculated allowances for 'China (Includes Macau & Hong K)' with 5 nights: Meal Allowance of \$875.00 and Incidental Allowance of \$200.00. Below the table, the 'ATO Approved Reasonable Amounts' are listed: Total International Travel Meal Allowance Amount: \$875, Total International Travel Incidental Allowance Amount: \$200, and Grand Total: \$1075. A declaration checkbox is at the bottom, stating 'I declare that the requested per diem amount in Travel Budget section is not greater than the ATO Approved Reasonable Amount.'

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International Per Diem Calculations

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International Per Diem Calculations

International Per Diem is calculated based on your salary range and travel destination(s) as provided by the ATO. Please select the country from the drop-down list and specify the number of nights staying in the country.

Salary Range: Below \$112,610

Country	Nights in Country	Meal Allowance	Incidental Allowance
China (Includes Macau & Hong K)	5	\$875.00	\$200.00

ATO Approved Reasonable Amounts

Total International Travel Meal Allowance Amount: \$875
Total International Travel Incidental Allowance Amount: \$200
Grand Total: \$1075

☐ I declare that the requested per diem amount in Travel Budget section is not greater than the ATO Approved Reasonable Amount.

STEP 47 Copy the calculated Grand Total amount to the Travel Budget page in the per diem miscellaneous expense amount field. If there is also a domestic per diem calculation, sum the two amounts.



The screenshot shows the 'ANU Funded Travel Expenses' section of the form. It has a table with columns for 'Expense Type', 'Payment Type', and 'Amount AUD\$'. The first row is 'Accommodation - International' with a 'Direct Payment To Supplier' payment type and an amount of \$900. The second row is 'Miscellaneous - Travel' with a 'Per-Diem' payment type and an amount of \$1,075. A blue circle highlights the 'Grand Total: \$1075' from the previous section, and an arrow points from this circle to the '\$1,075' amount in the 'Miscellaneous - Travel' row.

ATO Approved Reasonable Amounts

Total International Travel Meal Allowance Amount: \$875
Total International Travel Incidental Allowance Amount: \$200
Grand Total: \$1075

ANU Funded Travel Expenses

Expense Type	Payment Type	Amount AUD\$
Accommodation - International	Direct Payment To Supplier	\$900
Miscellaneous - Travel	Per-Diem	\$1,075

- The amount can be adjusted if appropriate, however, if this amount varies from the ATO specified amount, provide details in Funding Comments field.

Per diem declaration

STEP 48 Read and agree to the declaration stating the requested amount is not greater than the ATO amount.

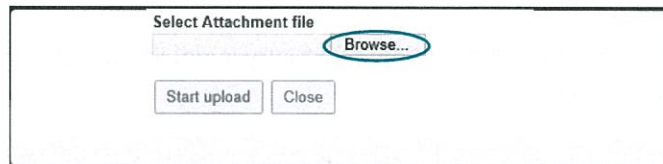
Note: Once travel has been approved, the per diem information from the Travel Approval form will be provided to finance for processing and payment of per diem allowances.

Supporting Documentation

If you have any documents supporting your travel, such as a conference timetable or presentation, they can be attached to the travel application.

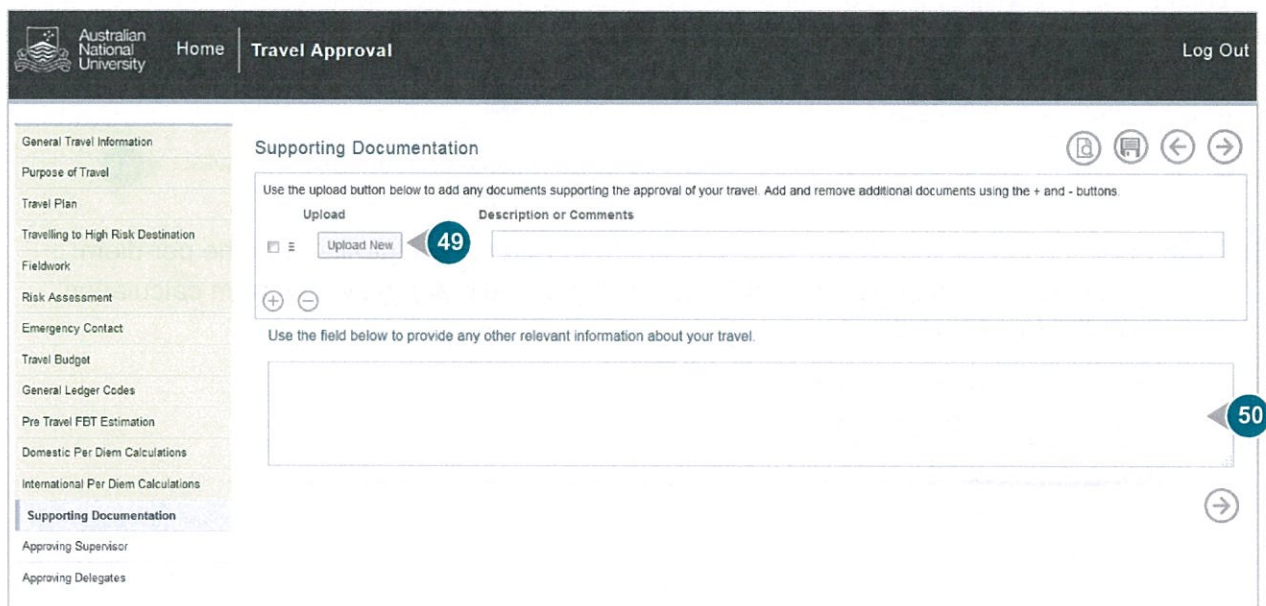
STEP 49 To add supporting documentation for your travel:

- Click on the **Upload New** button which will open a dialogue box as shown below:



- Click on **Browse** to select a file to upload from your computer (any document type is accepted)
- Click on **Start upload** to save your document to the system
- Write a brief description of the uploaded file in the 'Description or Comments' fields
- To attach additional documents, click on **+** and repeat the process

STEP 50 Enter any other information to include in the Travel Approval form.



Approving Supervisor

The final sections of the Travel Approval form are for approval. These dropdown lists are populated directly from the HR database and cannot be modified via the Travel Approval system.

STEP 51 Click on the dropdown arrow to select your supervisor and their role.

- If this information is inaccurate or the dropdown list is empty, please contact HR to update employee record.

STEP 52 If travelling for the **Research School of Biology** or **Fenner School of Environment**, click on the dropdown arrow to select the relevant email, otherwise leave blank

- By selecting the relevant school's email address, an email will be sent to the Fieldwork Manager responsible for that school.

Note: The Fieldwork Manager Notification will only be visible if Fieldwork is selected on the Purpose of Travel page.

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Approving Supervisor

Approving Delegates

Approving Supervisor

Supervisor * Kent, Clarke

Supervisor Role * Professional Staff | Media Relations

Fieldwork Manager Notification

Please select the relevant email address (leave it as blank if traveller is NOT from Research School of Biology or Fenner School of Environment)

rsb.fieldwork@anu.edu.au

Approving Delegates

STEP 53 Click on the dropdown arrows to select relevant delegates for approval:

- **Domestic Delegate:** Person within a Division/Department who has been assigned authority to approve domestic travel (Delegation 199) on the HR database.
- **International delegate:** Person within a Division/Department who has been assigned authority to approve international travel (Delegation 198) on the HR database
- **High Risk Destination Delegate:** Person within a Division/Department who has been assigned authority to approve travel to high risk destinations (Delegation 198), with approval from the Vice Chancellor.

Note: Only in exceptional circumstances will staff and students be permitted to travel to, or remain in, these countries for work or study, with the approval of the Vice-Chancellor on the advice of the Director, HR, where appropriate risk management strategies are in place.

The screenshot shows the 'Travel Approval' form for the Australian National University. The top navigation bar includes the university logo, 'Home', 'Travel Approval', and a 'Log Out' link. The left sidebar lists various sections of the form, with 'Approving Delegates' highlighted. The main content area is titled 'Approving Delegates' and contains three dropdown menus for selecting delegates: 'Domestic Delegate', 'International Delegate', and 'High Risk Destination Delegate'. Each dropdown has a small arrow icon next to it. A red circle with the number '53' is overlaid on the 'International Delegate' dropdown. Below the dropdowns is a 'Submit' button. In the top right corner of the form area, there are three icons: a magnifying glass, a printer, and a back arrow.

Note: Travel delegates are retrieved from the HR database. If the information in the dropdown is blank or incorrect, contact HR to update employee record with the correct information.

Submitting the form

A Travel Approval request can only be submitted if all compulsory fields have been completed.

STEP 54 Check the navigation panel for any validation errors, which will show as pink.

- If there are validation errors, click on the section name to review and resolve. More information can be found in the Validation Errors section of this document.

The screenshot shows the 'Travel Approval' form interface. On the left is a navigation panel with a list of sections: General Travel Information, Purpose of Travel, Travel Plan, Travelling to High Risk Destination, Fieldwork, Risk Assessment, Emergency Contact, Travel Budget, General Ledger Codes, Pre Travel FBT Estimation, Domestic Per Diem Calculations, International Per Diem Calculations, Supporting Documentation, Approving Supervisor, and Approving Delegates. The sections 'Travelling to High Risk Destination', 'Domestic Per Diem Calculations', and 'International Per Diem Calculations' are highlighted in pink. An arrow points from a callout box labeled '54' to these pink sections. The callout text reads: 'Sections in pink didn't pass validation (e.g. incomplete or declaration not ticked etc.)'. The main form area shows the 'Approving Delegates' section with three dropdown menus: 'Domestic Delegate' (Carter, Linda), 'International Delegate' (Wayne, Bruce), and 'High Risk Destination Delegate' (Xavier, Charles). A 'Submit' button is visible, with a callout box labeled '55' pointing to it.

STEP 55 Once all sections of the form have been completed and validated, click on the **Submit** button which will send a notification to the selected Supervisor for approval.

- After a form has been submitted, it is immediately assigned to the selected Supervisor. Only forms currently assigned to the user can be edited. To make changes after a form has been submitted, contact the supervisor who can send it back to the traveller. See *Forms Assigned to Me* in Section 2 of this user guide.

What happens next?

Once a form has been successfully submitted, the following message will appear to notify the next step in the process:

The screenshot shows a confirmation message on the 'Travel Approval' page. The message text is: 'Your travel request has been submitted for supervisor approval. You can track the progress of this approval and all other forms by clicking Form Activity on the ANU eForms home page.'

The traveller won't see the form again, until it has been either approved or returned by the supervisor or a delegate asking for clarification, amendments or if approval is not granted.

Click **Home** to return to the home page or click **Log Out** to exit the Forms system.

Post Travel

Once a form has been approved by the supervisor and relevant delegates, the traveller will be notified via email that the Travel has been approved, and that they are required to complete the post travel forms.

Form Activity				Log Out
Forms Assigned To Me				
Form	Assigned By	Date Assigned	Comment	
Travel Approval - Supervisor Endorsement	Peter Parker	27/10/2014 1:08 PM	Ranking conference	
Travel Approval - Domestic Travel Request Approval	John Smith	27/10/2014 1:08 PM	Management meeting	
Travel Approval - International Travel Request Approval	John Smith	27/10/2014 1:10 PM	Fieldwork in Africa	
Travel Approval - High Risk Travel Approval	John Smith	27/10/2014 1:16 PM	Poverty fieldwork	
Travel Approval - Domestic and International Travel Request Approval	Bruce Banner	27/10/2014 1:17 PM	Pollution research	
Travel Approval - Post Travel	John Smith	27/10/2014 1:55 PM	Economics conference	
Travel Approval - Travel Request	John Smith	29/10/2014 9:29 AM	Migration Law study	

- Login in to the eForms system and click on the Travel Approval form link circled above to complete the post travel forms.

STEP 56 Select from the following two options:

- **I have returned from travel and wish to complete the post travel forms:** Once travel has occurred, the traveller must complete the post travel forms within 15 days of returning.

Australian National University Home Travel Approval Log Out

Post Travel

Travel Plan

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General Ledger Codes

Travel Diary

Post Travel

Select the appropriate option*

56 ☒ I have returned from travel and wish to complete the post travel forms

☐ I would like to cancel my approved travel request

Please Note: The Travel Plan and Budget pages that follow allow you to review your original submitted Travel Approval. When you reach the Travel Diary page you can amend according to your actual travel where necessary.

- **I would like to cancel my approved travel request:** If the travel isn't proceeding.

Australian National University Home Travel Approval Log Out

Post Travel

Post Travel

Select the appropriate option*

☐ I have returned from travel and wish to complete the post travel forms

56 ☒ I would like to cancel my approved travel request

Warning* ☒ Once your travel request is cancelled, it cannot be reinstated. Notification emails will be sent to all delegates to notify them of the cancellation. Please click on the checkbox to acknowledge your understanding.

Cancellation reason *

Submit

- Read and check the declaration box to confirm that you understand the travel form can't be reinstated once cancelled.
- Enter the reason the travel didn't go ahead.
- Click *Submit* to cancel the travel approval. This completes the process.

STEP 57 The next few pages are for review purposes only so cannot be edited.

- Check the details of the Travel Approval form that was submitted. Any changes must be made to the Travel Diary.

The image displays three overlapping screenshots of the Australian National University Travel Approval form. The top screenshot shows the 'General Ledger Codes' page, the middle shows the 'Travel Budget' page, and the bottom shows the 'Travel Plan' page. The 'Travel Plan' page is highlighted with a blue circle and the number 57. The 'Travel Plan' page includes fields for Travel Date From, Travel Date To, Travel Type, Destination, Destination State, City/Town, and Mode of Travel.

General Ledger Codes

Please Note: Your original General Ledger Codes below are for review purposes only, you cannot edit this page. Any variations should be made to the Travel Diary.

Add and remove budget codes using the + and - buttons.

Travel Budget

Please Note: Your original Travel Budget below is for review purposes only, you cannot edit this page. Any variations should be made to the Travel Diary.

Travel Plan

Please Note: Your original Travel Plan below is for review purposes only, you cannot edit this page. Any variations should be made to the Travel Diary.

Travel Date From: Sunday, 16 November 2014 Travel Date To: Tuesday, 18 November 2014 3 Days

Travel Segment 1

Travel Date From * 16/11/2014 Travel Date To * 18/11/2014

Travel Type * Business (any ANU related a)

Destination * Domestic International

Destination State * ACT City/Town * canberra

Mode of Travel (if known/relevant) Not answered

Add a segment by clicking on the + button. Remove segment(s) by clicking the segment's checkbox followed the - button. Rearrange segments by clicking the ≡ button and dragging the segment its new position.

If there were variations to the originally approval travel form, the traveller can advise of the changes in the Travel Diary.

STEP 58 Check the Planned Date information and if different from completed travel, enter the revised dates in the Actual Date From / To fields.

Post Travel
Travel Plan
Travel Budget
General Ledger Codes
Travel Diary

Home | Travel Approval | Log Out

Travel Diary

Please review your travel diary. If there are any changes please update the Actual Dates of travel, as well as the Segment dates as required.

Planned Date From: Sunday, 16 November 2014
Planned Date To: Tuesday, 18 November 2014
3 days

Actual Date From: 16/11/2014
Actual Date To: 18/11/2014
3 days

Tip: you can add and remove entries using the + and - buttons below.

Travel Date From	Travel Date To	Location	Nature of Activity
16/11/2014	18/11/2014	ACT - canber	Business

Description of activity: Conference

☐ In submitting this Travel Dairy, I acknowledge that this is a legal document that is used by ANU to calculate any Fringe Benefits Tax (FBT) liability arising from my trip AND I confirm that all the information declared by me in this document is true and correct.

Submit


STEP 59 Any changes made to actual dates of travel, must be reflected in the Travel Segments, including any variations to location or travel type (e.g. Business, Personal).

- If an additional travel segment is required, click on the icon and enter the detail as previously done for the original travel approval.

STEP 60 Read the acknowledgement and click on the checkbox to agree.

STEP 61 Click on the **Submit** button to complete the Post Travel forms.

Validation Errors


Each time a user navigates off a page, the system will check the information entered (validation). If navigating using the  button, the form won't have progressed to the next page and a description of the error will be shown in a red box.

Acknowledgement*

☐ I certify that I am fit to travel and have not been declared unfit to travel by a Medical Practitioner.

This is a required field

To move forward without fixing the error at this point in time, use the left navigation menu. Any outstanding errors on a page will be highlighted in pink in the navigation menu.

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Travel Plan

Travel Date From: Monday, 24 November 2014

Travel Date To: Friday, 28 November 2014

5 Days

Please provide an outline of your travel for approval purposes, if appropriate an itinerary can be uploaded using the Supporting Documentation page. For FBT purposes, separate travel segments must start and finish on different dates and cannot overlap. Where there is an overlap of dates, select the trip based on how you will spend the majority of your time:

- Business Day: Is when business activities have a duration of more than three hours;
- Transit Day: Is not a business day due to transportation from one destination to another and applies to greater than 12 hours flying time; and
- Private Day: The number of days that are not business days, days in transit and unavoidable delays.

Examples

☐ Travel Segment 1

A user is able to move through the form with validation errors by clicking on a section in the navigation menu, however, won't be able to submit the form until all errors are resolved.

If you click Submit while there are outstanding issues, you will receive a message in red text as shown below stating a page requires your attention.

General Travel Information page contains invalid answers. Please correct them before continuing.

Submit

Note: Validation warning boxes will not disappear until you leave the page.

SECTION 4 - APPROVAL PROCESS FOR DELEGATES

Supervisor Approval

Once a Travel Approval form has been submitted, the approving supervisor will receive an email advising of the request for travel. Click on the link in the email to sign in to the ANU online forms system.

Any forms awaiting supervisor approval are shown in the Forms Assigned to me section as shown below:

Australian National University Form Activity Log Out

Forms Assigned To Me

Form	Assigned By	Date Assigned	Comment
Travel Approval - Supervisor Endorsement	Peter Parker	27/10/2014 1:08 PM	Ranking conference
Travel Approval - Domestic Travel Request Approval	John Smith	27/10/2014 1:08 PM	Management meeting
Travel Approval - International Travel Request Approval	John Smith	27/10/2014 1:10 PM	Fieldwork in Africa
Travel Approval - High Risk Travel Approval	John Smith	27/10/2014 1:16 PM	Poverty fieldwork
Travel Approval - Domestic and International Travel Request Approval	Bruce Banner	27/10/2014 1:17 PM	Pollution research
Travel Approval - Post Travel	John Smith	27/10/2014 1:55 PM	Economics conference
Travel Approval - Travel Request	John Smith	29/10/2014 9:29 AM	Migration Law study

- Click on the [Travel Approval](#) form link circled above to review the travel request.
- The supervisor is responsible for checking each page of the form to ensure accuracy, and can edit any of the details submitted by the traveller.
- On the Supervisor Endorsement page, there are a number of options to select from:
 - I endorse the travel request:** if all details on the form are correct and the form can be progressed to the next approval delegate.
 - I would like to return to the travel request for amendments:** to send the approval form back to the traveller for changes. Provide an explanation for the traveller in the comments box.
 - I reject the travel request:** where travel is not approved. Provide an explanation for the traveller in the comments box.

Australian National University Home Travel Approval Log Out

Supervisor Endorsement

How do you wish to proceed?²

☒ I endorse the travel request
☐ I would like to return to the travel request for amendments
☐ I reject the travel request

Please provide comments below

Submit


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Emergency Contact
Travel Budget
General Ledger Codes
Pre Travel FBT Estimation
Domestic Per Diem Calculations
International Per Diem Calculations
Supporting Documentation
Approving Supervisor
Approving Delegates
Supervisor Endorsement

- Click **Submit** button

Domestic Travel Delegate Approval

Once a Travel Approval form has been approved by the supervisor, if there is a domestic segment, an email is sent to the selected domestic delegate advising of the request for travel being assigned to them for approval. Click on the link in the email to sign in to the ANU online forms system.

Any forms awaiting domestic delegate approval are shown in the Forms Assigned to me section as shown below:



Australian
National
University

Form Activity

Log Out

Forms Assigned To Me

Form	Assigned By	Date Assigned	Comment
Travel Approval - Supervisor Endorsement	Peter Parker	27/10/2014 1:08 PM	Ranking conference
Travel Approval - Domestic Travel Request Approval	John Smith	27/10/2014 1:08 PM	Management meeting
Travel Approval - International Travel Request Approval	John Smith	27/10/2014 1:10 PM	Fieldwork in Africa
Travel Approval - High Risk Travel Approval	John Smith	27/10/2014 1:16 PM	Poverty fieldwork
Travel Approval - Domestic and International Travel Request Approval	Bruce Banner	27/10/2014 1:17 PM	Pollution research
Travel Approval - Post Travel	John Smith	27/10/2014 1:55 PM	Economics conference
Travel Approval - Travel Request	John Smith	29/10/2014 9:29 AM	Migration Law study

- Click on the [Travel Approval](#) form link circled above to review the travel request.
- Check relevant information on the form. Any delegate can edit details on the form submitted by the traveller.
- On the Domestic Travel Request Approval page, there are a number of options to select from:
 - **I approve the travel request:** if all details on the form are correct and the form can be progressed to the next approval delegate.
 - **I would like to return to the travel request to the Traveller/Supervisor for amendments:** to send the approval form back to the traveller or the supervisor for changes or clarification. Provide an explanation in the comments box.
 - **I reject the travel request:** where travel is not approved. Provide an explanation in the comments box.

Australian National University		Home	Travel Approval	Log Out
Domestic Travel Request Approval				
How do you wish to proceed?*				
<input checked="" type="radio"/> I approve the Travel Request				
<input type="radio"/> I would like to return the Travel Request to the Traveller for amendments				
<input type="radio"/> I would like to return the Travel Request to to the Supervisor for amendments				
<input type="radio"/> I reject the travel request				
Please provide comments below		<div></div>		
		<div>Submit</div>		

- Click *Submit* button

International Travel Delegate Approval

Once a Travel Approval form has been approved by the supervisor and domestic travel delegate (where applicable), if there is an international segment, an email is sent to the selected international delegate advising of the request for travel being assigned to them for approval. Click on the link in the email to sign in to the ANU online forms system.

Any forms awaiting international delegate approval are shown in the Forms Assigned to me section as shown below:

Australian National University		Form Activity	Log Out
Forms Assigned To Me			
Form	Assigned By	Date Assigned	Comment
Travel Approval - Supervisor Endorsement	Peter Parker	27/10/2014 1:08 PM	Ranking conference
Travel Approval - Domestic Travel Request Approval	John Smith	27/10/2014 1:08 PM	Management meeting
Travel Approval - International Travel Request Approval	John Smith	27/10/2014 1:10 PM	Fieldwork in Africa
Travel Approval - High Risk Travel Approval	John Smith	27/10/2014 1:16 PM	Poverty fieldwork
Travel Approval - Domestic and International Travel Request Approval	Bruce Banner	27/10/2014 1:17 PM	Pollution research
Travel Approval - Post Travel	John Smith	27/10/2014 1:55 PM	Economics conference
Travel Approval - Travel Request	John Smith	29/10/2014 9:29 AM	Migration Law study

- Click on the [Travel Approval](#) form link circled above to review the travel request.
- Check relevant information on the form. Any delegate can edit details on the form submitted by the traveller.
- On the international Travel Request Approval page, there are a number of options to select from:
 - **I approve the travel request:** if all details on the form are correct and the form can be progressed to the next stage.
 - **I would like to return to the travel request to the Traveller/Supervisor for amendments:** to send the approval form back to the traveller or the supervisor for changes or clarification. Provide an explanation in the comments box.
 - **I reject the travel request:** where travel is not approved. Provide an explanation in the comments box.

Australian National University		Home	Travel Approval	Log Out
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International Travel Request Approval

International Travel Request Approval

How do you wish to proceed?*

☒ I approve the Travel Request

☐ I would like to return the Travel Request to the **Traveller** for amendments

☐ I would like to return the Travel Request to the **Supervisor** for amendments

☐ I reject the travel request

Please provide comments below

Submit

- Click **Submit** button

High Risk Travel Approval

Once a Travel Approval form has been approved by the supervisor and domestic and/or international travel delegate(s) (where applicable), where travel is to a high risk destination, an email is sent to the selected high risk travel delegate advising of the request for travel being assigned to them for approval. Click on the link in the email to sign in to the ANU online forms system.

Any forms awaiting high risk travel approval are shown in the Forms Assigned to me section as shown below:

Form Activity				Log Out
Forms Assigned To Me				
Form	Assigned By	Date Assigned	Comment	
Travel Approval - Supervisor Endorsement	Peter Parker	27/10/2014 1:08 PM	Ranking conference	
Travel Approval - Domestic Travel Request Approval	John Smith	27/10/2014 1:08 PM	Management meeting	
Travel Approval - International Travel Request Approval	John Smith	27/10/2014 1:10 PM	Fieldwork in Africa	
Travel Approval - High Risk Travel Approval	John Smith	27/10/2014 1:16 PM	Poverty fieldwork	
Travel Approval - Domestic and International Travel Request Approval	Bruce Banner	27/10/2014 1:17 PM	Pollution research	
Travel Approval - Post Travel	John Smith	27/10/2014 1:55 PM	Economics conference	
Travel Approval - Travel Request	John Smith	29/10/2014 9:29 AM	Migration Law study	

- Click on the [Travel Approval](#) form link circled above to review the travel request and modify where required.
- On the High Risk Travel Approval page, there are two options to select from:
 - I approve the travel request:** if all details on the form are correct and the form can be finalised and returned to the traveller for Post Travel form completion.
 - I reject the travel request:** where travel is not approved. Provide an explanation in the comments box.
- Select the relevant Dean from the dropdown list to notify of the request for high risk travel.

Australian National University		Home	Travel Approval	Log Out
High Risk Travel Approval				
General Travel Information		How do you wish to proceed?*		
Purpose of Travel		<input checked="" type="radio"/> I approve the Travel Request		
Travel Plan		<input type="radio"/> I reject the travel request		
Travelling to High Risk Destination		Please provide comments below		
Risk Assessment				
Emergency Contact		Dean Notification *		
Travel Budget				
Supporting Documentation		Submit		
Approving Supervisor				
Approving Delegates				
Supervisor Endorsement				
Domestic & International Travel Request Approval				
High Risk Travel Approval				

- Click **Submit** button

SECTION 5 - GLOSSARY OF TERMS

Report Terms	Definition
Domestic / International Delegate	Person within a Division/Department who has been assigned authority to approve domestic or international travel. This delegation is recorded the HR database.
Fieldwork	Work undertaken for or in support of research, teaching, or instruction at an off-campus location as part of the activities of a Budget Unit. It may involve remote locations.
FBT	Fringe Benefits Tax (FBT) is payable by the traveller if the private component of a work-related trip exceeds 40% of the total trip.
Hazard	A situation or thing that has potential to harm a person.
Per Diem	Amount set by the ATO for meals and incidentals in lieu of actuals.
Remote	A location separated from an appropriately resourced urban centre by distance, terrain, access, time and/or available communication links. A remote area may be on land or water. A remote area is not necessarily related to the distance from an urban centre. In the event of an emergency, assistance would be delayed, with the possibility of adverse outcomes.
Risk	<p>The possibility that harm (death, injury or illness) might occur when exposed to a hazard. Risk is measured in terms of:</p> <p>Likelihood: probability of something happening and the frequency with which it happens, and</p> <p>Consequence: the outcome and impact of an event if it occurs.</p>
Risk control	Taking action to eliminate health and safety risks so far as is reasonably practicable, and if that is not possible, minimising the risks so far as is reasonably practicable. Eliminating a hazard will also eliminate any risks associated with that hazard.
Travel Segment	A general overview of each fragment of the intended travel, including travel dates, destination, transit period (where flying time is over 12 hours) and whether there will be any private travel included with the business trip.
Volunteer	Generally an unpaid member of the field party. A volunteer is still under the general control of the Fieldwork Supervisor and should comply with this procedure. An agreement should exist between the University and a volunteer.

SECTION 6 - GETTING ASSISTANCE

Where do we go for assistance?

Travel Approval Helpdesk

- The Travel Approval Support Team are located with Finance & Business Services and provide assistance on how to complete a travel form and be the first point of call for any issues/errors that may occur

Contact Details

- Travel Approval help desk access number 54321, then select 1 Central then select 6 Travel Approval
- Email address for any enquiries Travel.approval@anu.edu.au

Type of Travel Approval enquires handled

- Assistance on how to complete a form
- Error and troubleshooting
- Workflow administration
- Note: The team does not provide support for organising travel, flight, conference, accommodation bookings – this is the responsibility of the traveller

Travel Approval feedback

- Request for changes to the travel form and related workflow can be sent to Travel.approval@anu.edu.au
- Requests will be evaluated in context of University requirements by a panel

Travel Approval Reports Helpdesk

- Support provided by Planning Performance and Measurement (PPM) Division Helpdesk insight@anu.edu.au
- Access to the ANU Insight System will be required and access can be requested via email insight@anu.edu.au

