

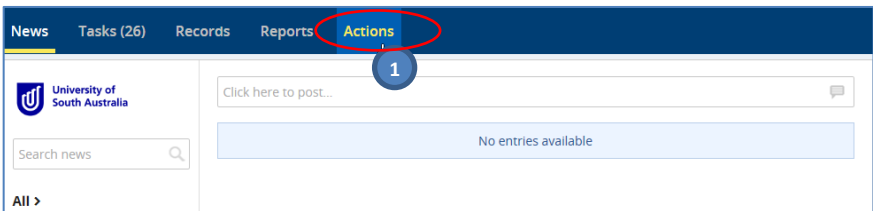
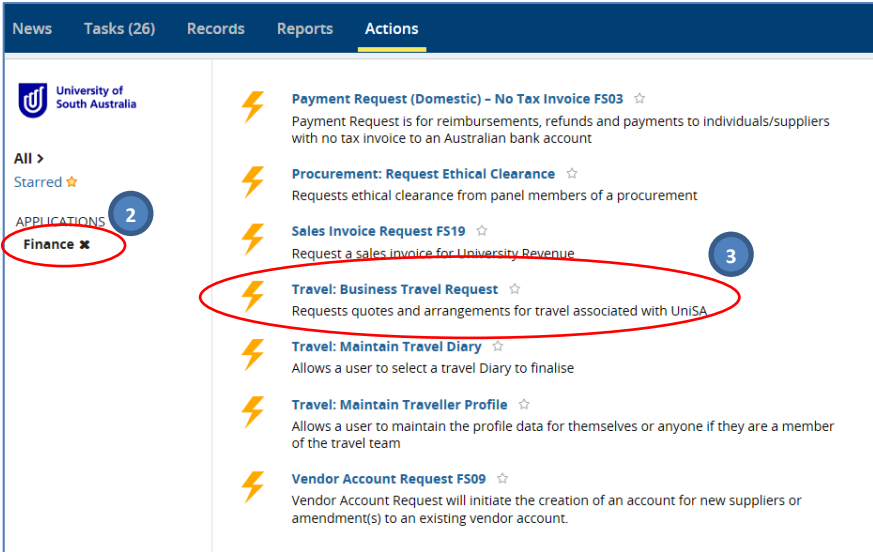
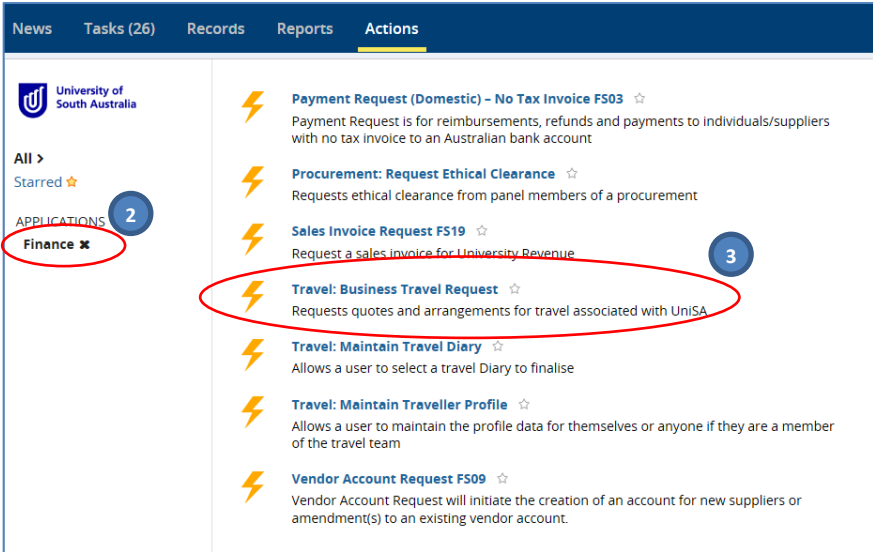
Quick Reference Guide

Business Travel Request (BTR) Form

Purpose This guide provides an overview on how to complete a travel request form for the purpose of booking travel with the University's [Travel Team](#).

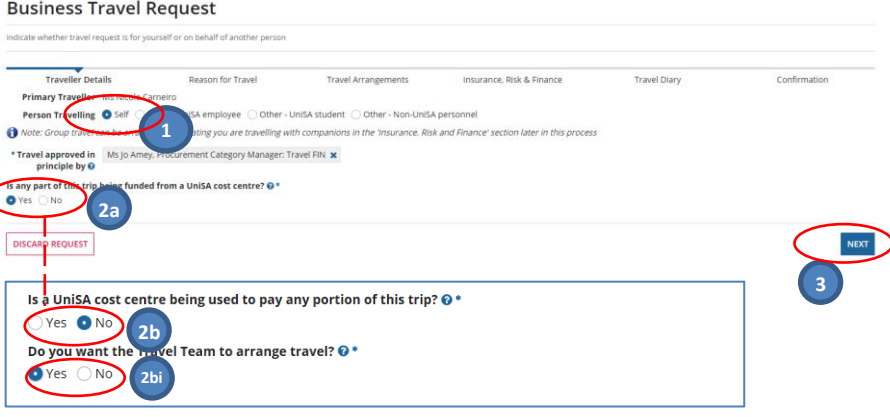
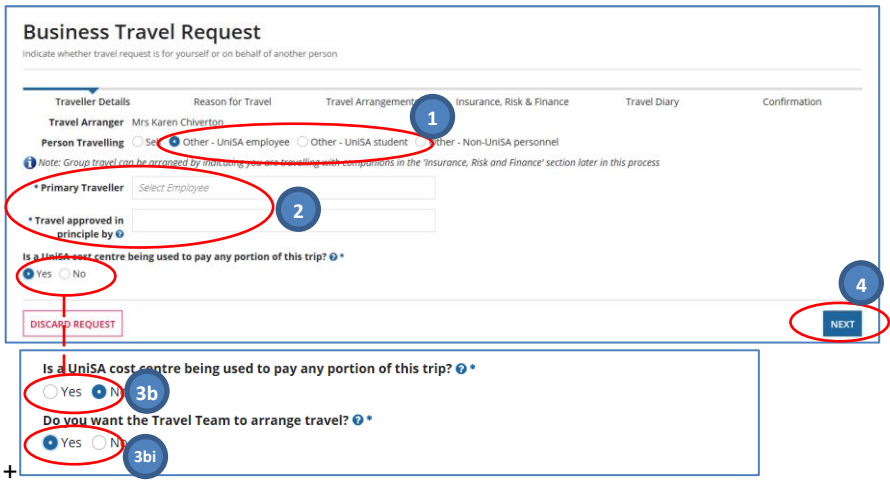
References Refer to the [Travel Guidelines](#) on the Finance Website.

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Launch the Form in Appian	
Launching the Form	To access the BTR Form, click on the following link from the Appian environment: https://bpi.unisa.edu.au/suite/tempo/actions/view/all Use your University Network ID and password to enter into the site
1. Click in 'Actions' button on the menu bar.	
2. Click on 'Finance' on the left-hand menu to filter to Finance Unit forms.	
3. Click on the link for Travel: Business Travel Request.	

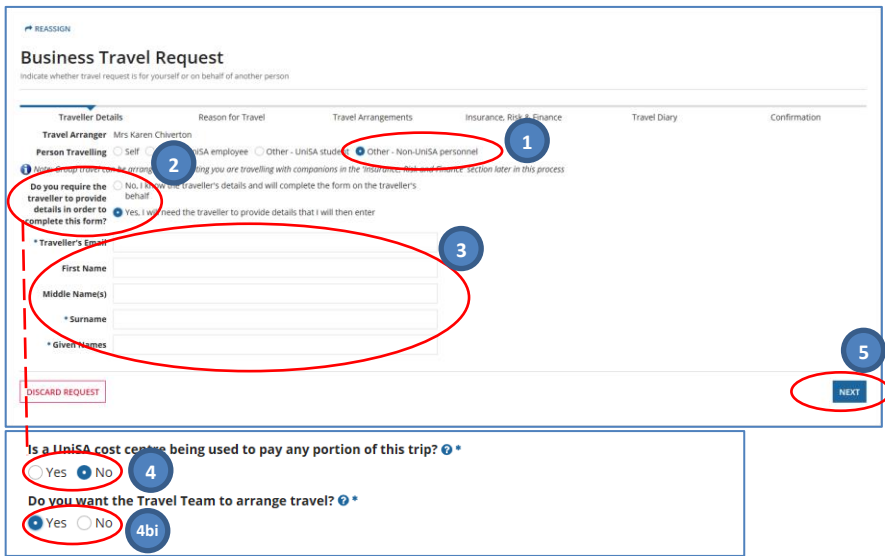
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Traveller Details	
Person Travelling: Self	Completing a BTR on behalf of yourself
<ol style="list-style-type: none"> Select 'Self' radial button. Select if a UniSA Cost Centre is being used for the trip. <ol style="list-style-type: none"> If yes, select the 'Yes' radial button. If no, select the 'No' radial button. <ol style="list-style-type: none"> If you do not wish the Travel Team to arrange your travel, select the 'No' radial button and upload your itinerary. Click the 'Next' button. 	
Person Travelling: Other - UniSA Employee/Student	Completing a BTR on behalf of another UniSA staff member or UniSA student
<ol style="list-style-type: none"> Select 'Other UniSA Employee' or 'Other - UniSA Student' radial button. Enter the travellers name and ensure the approved in principle name is correct. Select if a UniSA Cost Centre is being used for the trip. <ol style="list-style-type: none"> If yes, select the 'Yes' radial button. If no, select the 'No' radial button. <ol style="list-style-type: none"> If you do not wish the Travel Team to arrange your travel, select the 'No' radial button and upload your itinerary. Click the 'Next' button. 	

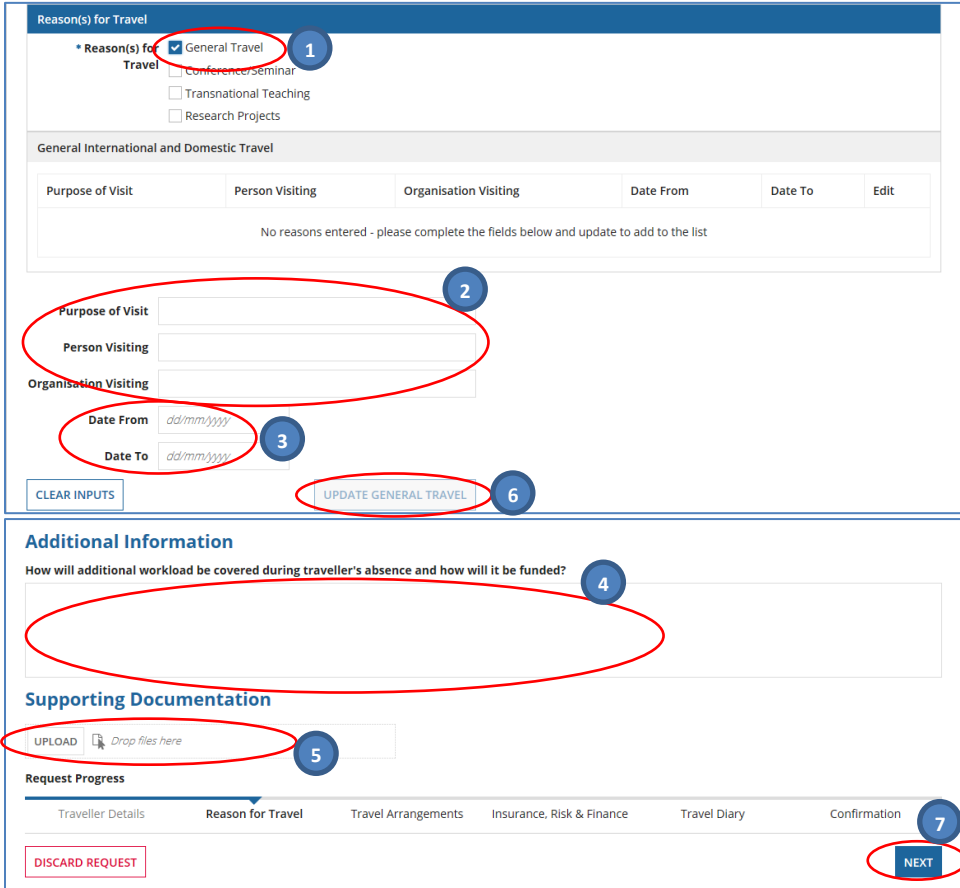
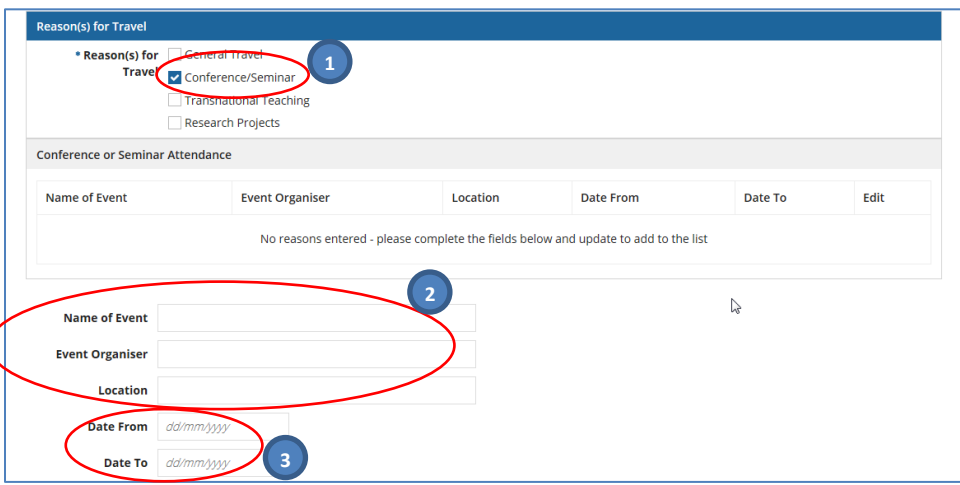
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Person Travelling: Other - UniSA Non- UniSA personnel	Completing a BTR on behalf of non-UniSA personnel
<ol style="list-style-type: none"> 1. Select 'Other - UniSA Non-UniSA personnel' radial button. 2. Select if you require the travellers to provide details in order to complete the form. <ol style="list-style-type: none"> a. If yes, select the 'Yes' radial button. b. If no, select the 'No' radial button. 3. Enter the requested details of the traveller 4. If you have all the details of the traveller, select if a UniSA Cost Centre is being used for the trip. <ol style="list-style-type: none"> a. If yes, select the 'Yes' radial button. b. If no, select the 'No' radial button. i. If you do not wish the Travel Team to arrange your travel, select the 'No' radial button and upload your itinerary. 5. Click the 'Next' button. 	 <p>The screenshot shows the 'Business Travel Request' form. Callout 1 points to the 'Other - Non-UniSA personnel' radio button. Callout 2 points to the 'Do you require the traveller to provide details in order to complete this form?' question. Callout 3 points to the 'Traveller's Email' field. Callout 4 points to the 'Is a UniSA cost centre being used to pay any portion of this trip?' question. Callout 5 points to the 'NEXT' button.</p>

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Reason for Travel	
Reason - General Travel	Select the category of the travel taking place (multiple reasons can be included by selecting the relevant tick boxes).
<ol style="list-style-type: none"> Select the 'General Travel' tick box. Enter purpose, place and organisation visiting. Enter dates of visit. Enter any additional information relevant to the trip. Attach supporting documentation. Once details are entered the 'Update General Travel' button will become active. Click the button to save the request. Click the 'Next' button. 	
Reason - Conference/Seminar	Select the category of the travel taking place (multiple reasons can be included by selecting the relevant tick boxes).
<ol style="list-style-type: none"> Select the 'Conference/Seminar' tick box. Enter name, organiser and location of the event. Enter dates of visit. 	

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Business Travel Request (BTR) Form

4. Select your role at the event and expected outcomes of attending.

a. If you select the 'Presenter' or 'Poster Presentation' radial buttons, enter additional requested details.

5. Enter any additional information relevant to the trip.

6. Attach supporting documentation.

7. Once details are entered the 'Update Events List' button will become active. Click the button to save the request.

8. Click the 'Next' button.

Your Role at Event

☒ Attendee

☐ Speaker

☐ Presenter

☐ Chair or Panelist

☐ Poster Presentation

4

How will knowledge gained be communicated to other staff? (Publication, research project collaboration etc.)

What will be the benefits to the traveller in their current role or for the local area?

CLEAR INPUTS

UPDATE EVENTS LIST

7

Title of Paper Presented

Presentation Checklist

☐ Paper published in conference proceedings/journal?

☐ All papers reviewed by 2 or more referees?

☐ There will be a HERDC recognised publication?

4a

Details of last ERA funded journal paper published

Additional Information

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

5

Supporting Documentation

UPLOAD

6

Request Progress

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

DISCARD REQUEST

NEXT

8

Reason - Transnational Teaching

Select the category of the travel taking place (multiple reasons can be included by selecting the relevant tick boxes).

1. Select the 'Transnational Teaching' tick box.

2. Enter intake number, programme and course of the teaching.

3. Enter dates of visit.

4. Enter any additional information relevant to the trip.

Reason(s) for Travel

☐ General Travel

☐ Conference/Seminar

☒ Transnational Teaching

☐ Research Projects

1

Transnational Teaching

Intake Number	Programme	Course	Date From	Date To	Edit
No items available					

Intake Number

Programme

Course

Date From dd/mm/yyyy

Date To dd/mm/yyyy

2

3

6

CLEAR INPUTS

UPDATE TEACHING LIST

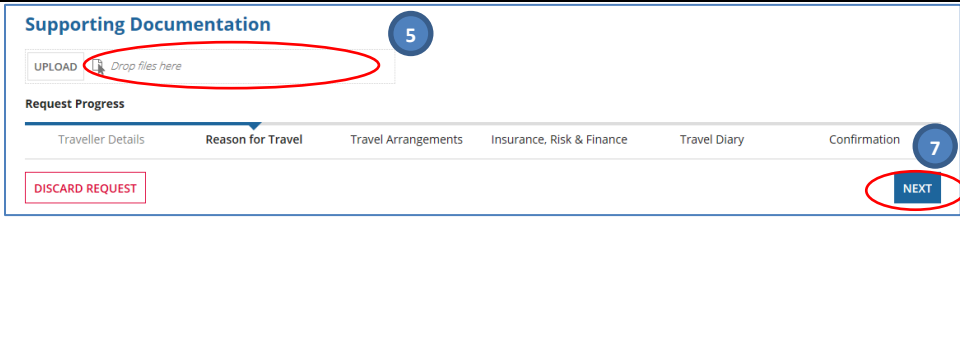
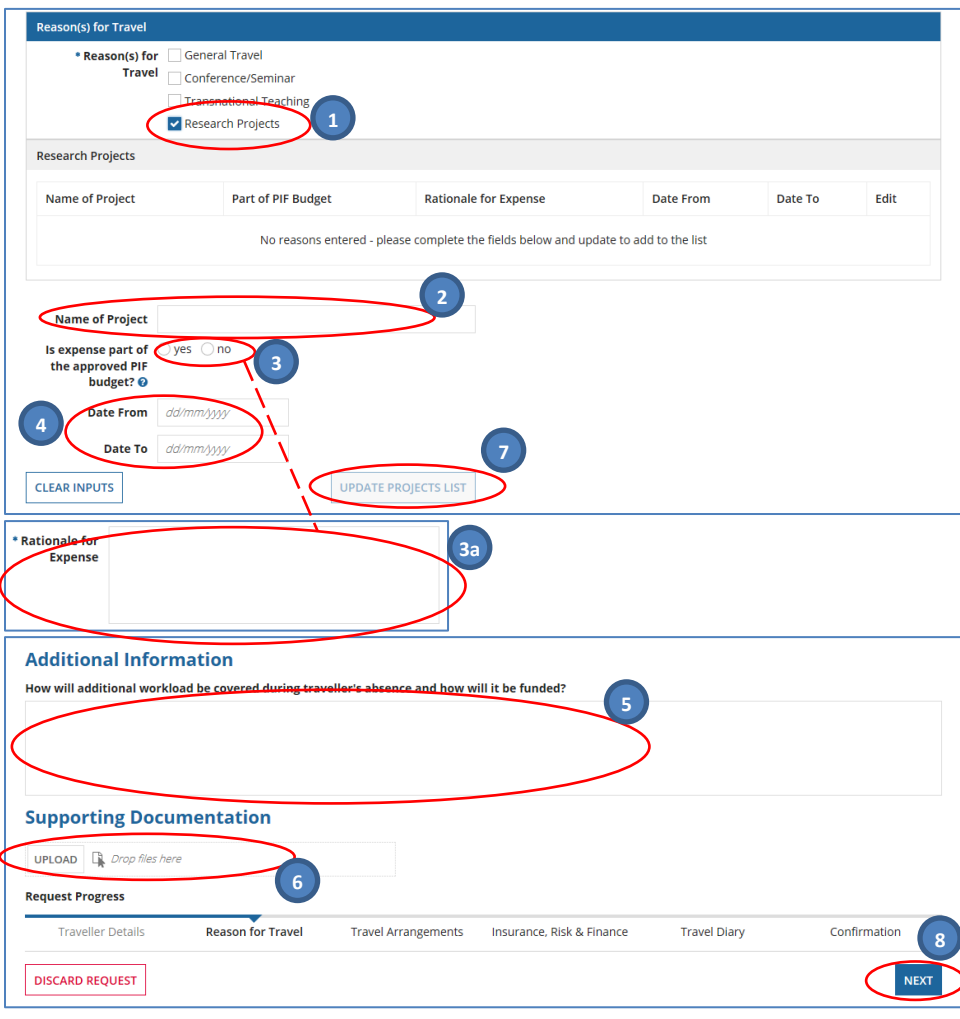
Additional Information

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

4

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Business Travel Request (BTR) Form

<ol style="list-style-type: none"> Attach supporting documentation. Once details are entered the 'Update Teaching List' button will become active. Click the button to save the request. Click the 'Next' button. 	
<p>Reason - Research Projects</p>	<p>Select the category of the travel taking place (multiple reasons can be included by selecting the relevant tick box).</p>
<ol style="list-style-type: none"> Select the 'Research Projects' tick box. Enter the project name. Select if the expense is part of the PIF budget: <ol style="list-style-type: none"> If no, select the 'No' radial button and enter the rationale for the expense outside of the approved budget. Enter dates of visit. Enter any additional information relevant to the trip. Attach supporting documentation. Once details are entered the 'Update Projects List' button will become active. Click the button to save the request. Click the 'Next' button. 	

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Travel Arrangements

Travel Arrangements - Airfare

Select the travel arrangements required (multiple options can be included by selecting the relevant tick boxes of the 'Required Travel Arrangements' section).

1. Select applicable 'Australia' or 'International' radial button.
 - a. If 'Australia' is selected, click in the tick box to confirm you have prior VCA approval has been received to arrange this travel.

2. Select the 'Airlines' tick box.

3. Trip preferences will default to tick 'Direct Flight (lowest logical fare)'. Select other options if required.

4. Select 'Add a New Airfare Arrangement'

5. Select the type of flights required by selecting the relevant radial button and travel class.

6. Enter the departure and arrival locations.

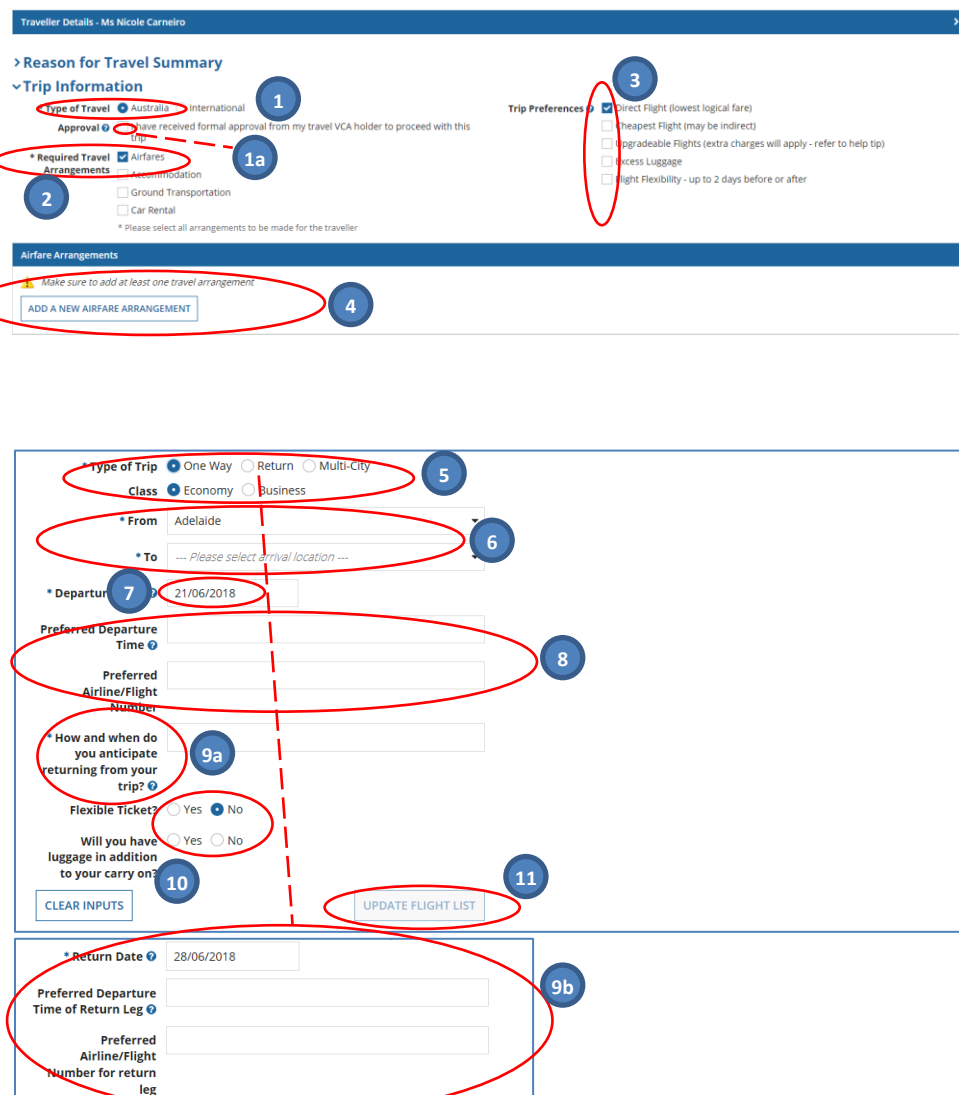
7. Enter the departure date.

8. If applicable, enter the preferred departure time and airline.

9. Return journey
 - a. If you have selected a 'One Way' flight, then details of how you intend to return from your trip.
 - b. If you have a 'Return' flight, enter the return leg details as applicable.

10. Confirm whether you require a flexible ticket or additional luggage.

11. Once details are entered the 'Update Flight List' button will become active.

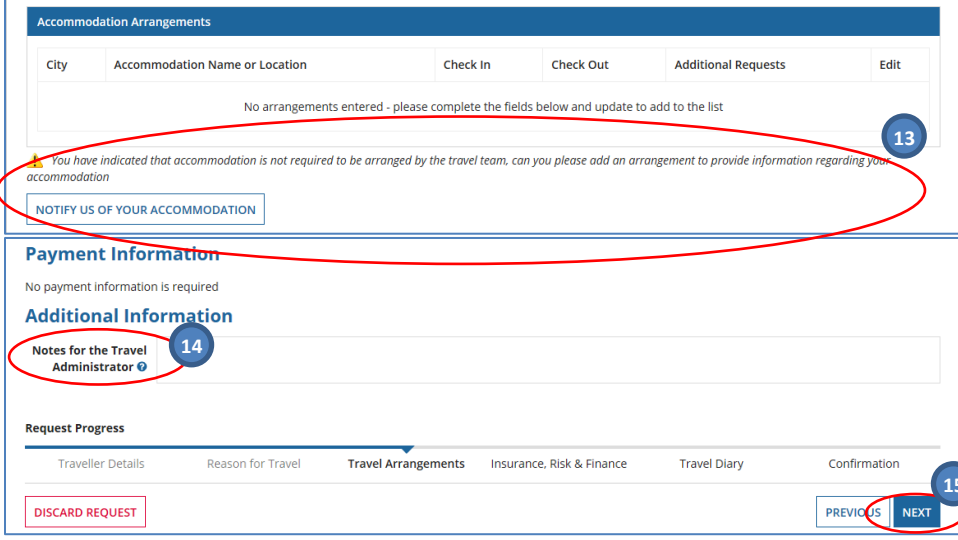
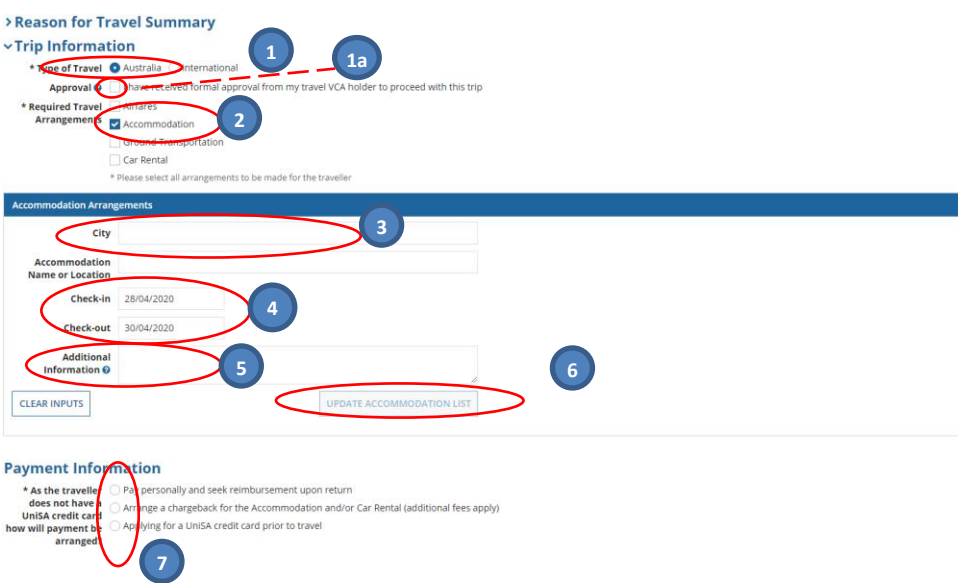


The screenshot shows the BTR form interface. Key elements include:

- Traveller Details:** Ms Nicole Carneiro
- Reason for Travel Summary:** Trip Information
- Trip Information:** Type of Travel (Australia/International), Approval (Have received formal approval...), Required Travel Arrangements (Airlines, Accommodation, Ground Transportation, Car Rental).
- Airfare Arrangements:** Add a New Airfare Arrangement button.
- Flight Details:** Type of Trip (One Way/Return/Multi-City), Class (Economy/Business), From (Adelaide), To (Please select arrival location), Departure Date (21/06/2018), Preferred Departure Time, Preferred Airline/Flight Number, Flexible Ticket? (Yes/No), Will you have luggage in addition to your carry on? (Yes/No), Return Date (28/06/2018), Preferred Departure Time of Return Leg, Preferred Airline/Flight Number for return leg.
- Buttons:** CLEAR INPUTS, UPDATE FLIGHT LIST.

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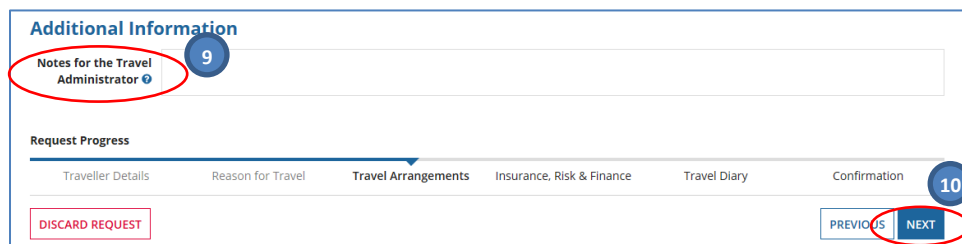
<p>Click the button to save the request.</p> <p>12. If you have selected a 'Multi-City' flight. Repeat steps 5-11.</p> <p>13. If you have not selected accommodation to be arranged in the Travel Arrangements section, then you will need to provide details of your arrangements.</p> <p>14. Enter any additional information relevant to the trip.</p> <p>15. Click the 'Next' button.</p>	
<p>Travel Arrangements - Accommodation</p>	<p>Select the travel arrangements required (multiple options can be included by selecting the relevant tick boxes of the 'Required Travel Arrangements' section).</p>
<p>1. Select applicable 'Australia' or 'International' radial button.</p> <p>a. If 'Australia' is selected, click in the tick box to confirm prior VCA approval has been received to arrange this travel.</p> <p>2. Select the 'Accommodation' tick box.</p> <p>3. Enter the city and location for the required accommodation.</p> <p>4. Enter the check-in and check-out dates.</p> <p>5. If applicable, enter any additional information.</p> <p>6. Once details are entered the 'Update Accommodation List' button will become active. Click the button to save the request.</p> <p>7. Select the applicable radial button for the accommodation payment</p>	

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method. (This will only appear if you do not have a UniSA credit card.)

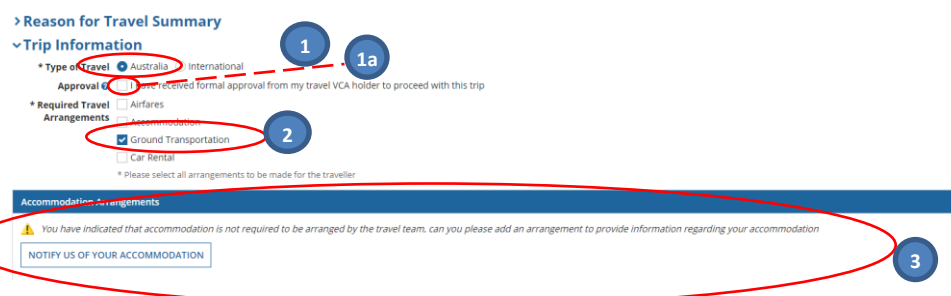
8. If you require multiple accommodations. Repeat steps 3-6.
9. Enter any additional information relevant to the trip.
10. Click the 'Next' button.



Travel Arrangements - Ground Transportation

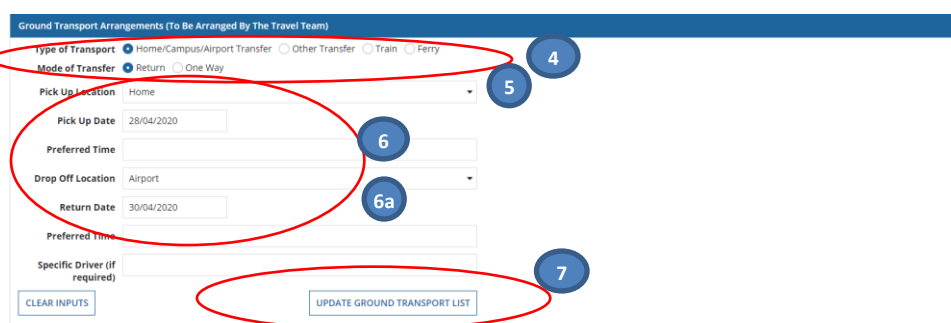
Select the travel arrangements required (multiple options can be included by selecting the relevant tick boxes of the 'Required Travel Arrangements' section).

1. Select applicable 'Australia' or 'International' radial button.
 - a. If 'Australia' is selected, click in the tick box to confirm prior VCA approval has been received to arrange this travel.



2. Select the 'Ground Transportation' tick box.

3. If you have not selected accommodation to be arranged in the Travel Arrangements section, then you will need to provide details of your arrangements.



4. Select the type of ground transport required by selecting the relevant radial button and travel class.

5. Select the mode of transport required by selecting the relevant radial button

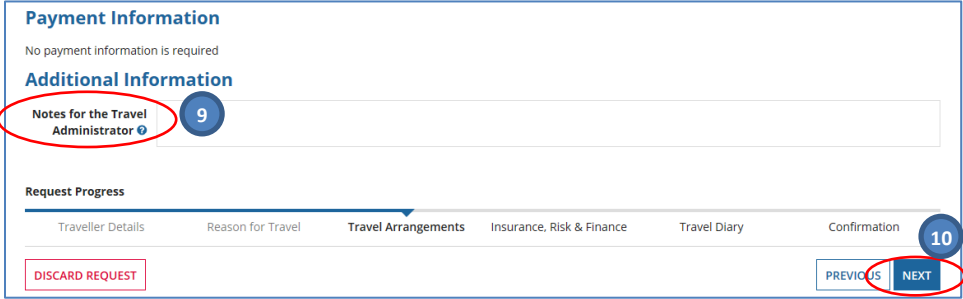
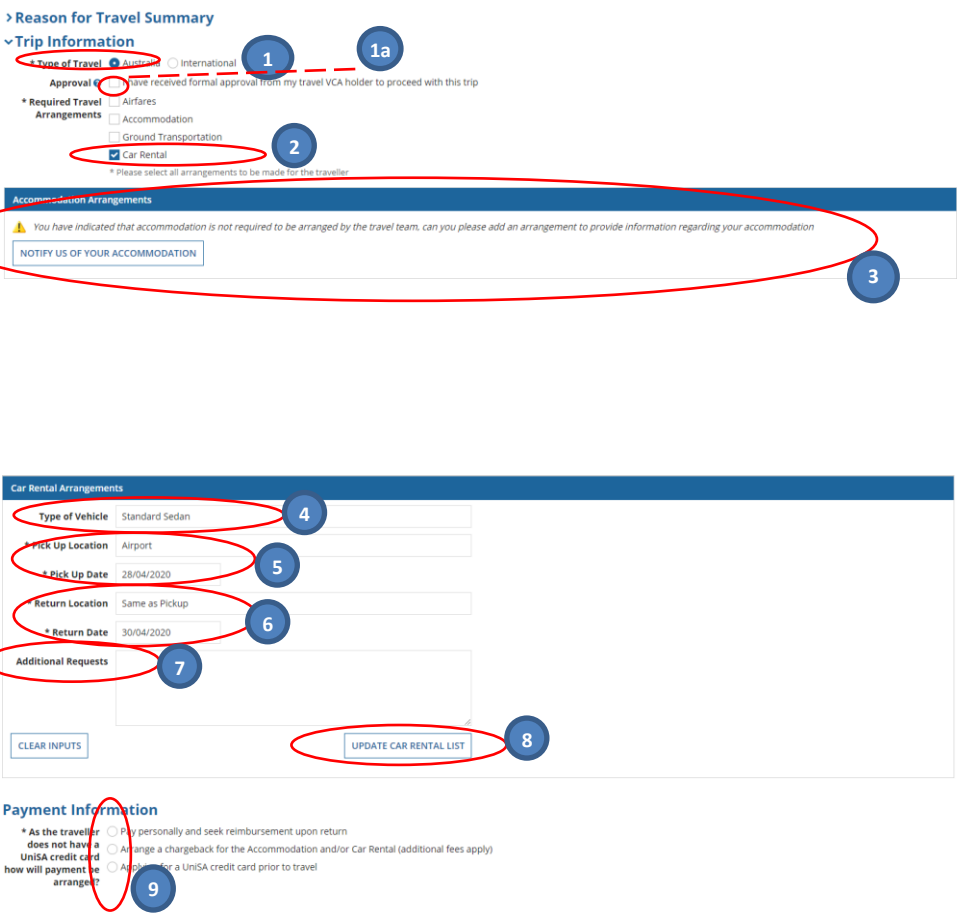
6. Enter the pick-up/station, date and preferred time.
 - a. If a return mode of transport is required enter the return journey details.

7. Once details are entered the 'Update Ground Transportation List' button



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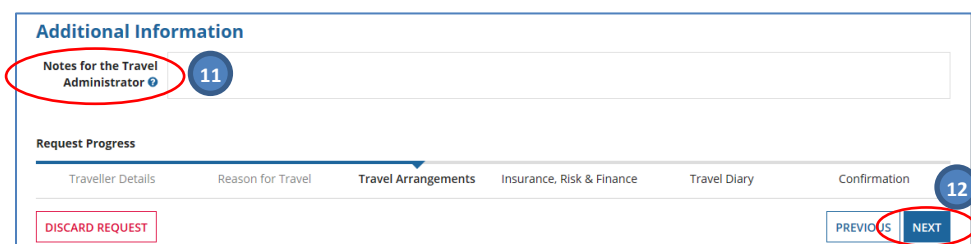
Business Travel Request (BTR) Form

<p>will become active. Click the button to save the request.</p> <p>8. If you require multiple journeys. Repeat steps 4-7.</p> <p>9. Enter any additional information relevant to the trip.</p> <p>10. Click the 'Next' button.</p>	
<p>Travel Arrangements - Car Rental</p> <p>1. Select applicable 'Australia' or 'International' radial button.</p> <p>a. If 'Australia' is selected, click in the tick box to confirm prior VCA approval has been received to arrange this travel.</p> <p>2. Select the 'Car Rental' tick box.</p> <p>3. If you have not selected accommodation to be arranged in the Travel Arrangements section, then you will need to provide details of your arrangements</p> <p>4. The vehicle type with default the selection to a Standard Sedan. Enter other options if required.</p> <p>5. Enter the pick-up location and date.</p> <p>6. Enter the return location and date.</p> <p>7. If applicable, enter any additional requests.</p> <p>8. Once details are entered the 'Update Car Rental List' button will become active. Click the button to save the request.</p>	

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9. Select the applicable radial button for the payment method.
10. If you require multiple journeys. Repeat steps 4-8.
11. Enter any additional information relevant to the trip.
12. Click the 'Next' button.



The screenshot displays the 'Additional Information' section of the BTR form. At the top, there is a text input field labeled 'Notes for the Travel Administrator' with a blue circular icon containing the number 11. Below this is a 'Request Progress' bar with six steps: 'Traveller Details', 'Reason for Travel', 'Travel Arrangements' (which is the current step), 'Insurance, Risk & Finance', 'Travel Diary', and 'Confirmation'. The 'Travel Arrangements' step is highlighted with a blue arrow. Below the progress bar, there is a 'DISCARD REQUEST' button on the left and 'PREVIOUS' and 'NEXT' buttons on the right. The 'NEXT' button is highlighted with a blue circular icon containing the number 12.

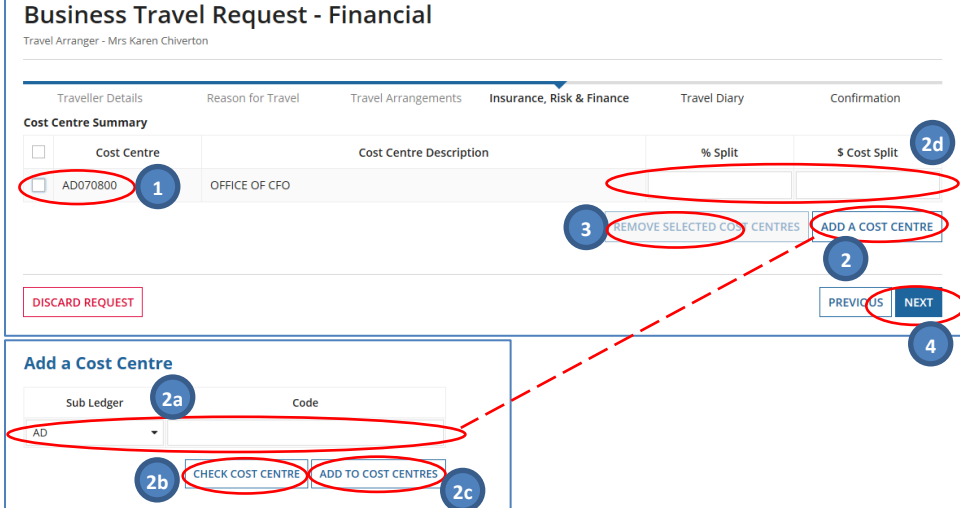
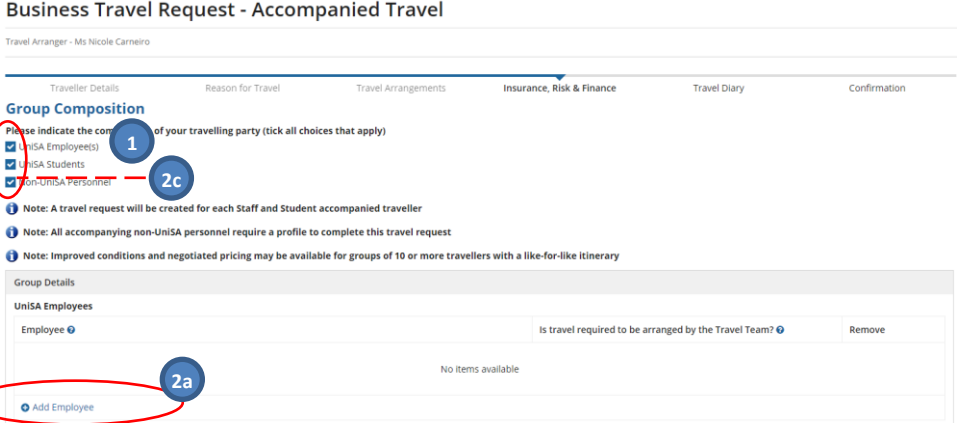
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Business Travel Request (BTR) Form

Insurance, Risk & Finance	
Insurance Conditions	<p>Review the insurance conditions and identify any factors that need to be highlighted to the insurance team.</p>
<ol style="list-style-type: none"> Select the tick box relevant to any area that your trip that could affect the insurance element of your trip. If you have indicated the trip includes more than 40% Personnel Travel, then enter the approximate number of days. Ensure you read all the notifications relevant to trip. Click the 'Next' button. 	<p>Business Travel Request - Insurance, Risk & Finance</p> <p>Travel Arranger - Ms Nicole Carneiro</p> <p>Traveller Details Reason for Travel Travel Arrangements Insurance, Risk & Finance Travel Diary Confirmation</p> <p>Insurance Conditions</p> <p>Please indicate if any of the following apply to the traveller:</p> <p><input type="checkbox"/> You have a pre-existing medical condition that could impact on your fitness for travel</p> <p><input type="checkbox"/> Your trip could include more than 40% Personnel Travel</p> <p><input type="checkbox"/> You are travelling with one or more companions (or as part of a group)</p> <p><input checked="" type="checkbox"/> None of the above</p> <p>Click here to complete this section of the form. (Click again to hide)</p> <p>Notification</p> <p>The University is legally obliged to ensure, as far as is reasonably practicable, the health and safety of anyone travelling on behalf of the University. If you fail to disclose or intentionally withhold health information relating to a proposed period of travel, you will likely place yourself and the University at significant financial and legal risk and may constitute serious and wilful misconduct. Information provided will not be used for any other purpose.</p> <p>Notes</p> <p>- Please note that you may invalidate your travel insurance if you fail to disclose a pre-existing medical condition that could impact your fitness for travel, or that you have received medical advice that would preclude you from taking this journey. As a consequence, you could become personally liable for any medical costs incurred during your travel.</p> <p>- Applicable to staff only: UniSA practice is to require staff to reimburse the University for any portion of any expense that would attract FBT if the University were to pay for it, therefore, staff will be required to contribute to reimburse UniSA for a portion of flight costs that are deemed to be personal in nature. If the staff member does not contribute or otherwise cover this personal portion, then the relevant cost centre will bear an additional cost on account of FBT.</p> <p>- Applicable to staff only: If you have a UniSA credit card it is expected that this is used for all incidentals associated with this travel.</p> <p>DISCARD REQUEST</p> <p>Approximate Number of Personal Days</p> <p>0</p> <p>* Please note that your proposed Travel Diary is required to be finalised before your trip can be approved</p> <p>PREVIOUS NEXT</p>
Risk Management (International Travel)	<p>Review and identify any risk factors that need to be highlighted to the insurance team in relation to International Travel.</p>
<ol style="list-style-type: none"> Confirm whether an offshore risk assessment has been completed. <ol style="list-style-type: none"> If no, complete a risk assessment. If yes, select the 'Yes' radial button and complete questions related to managing risks. Confirm whether any research is subject to defence export controls. <ol style="list-style-type: none"> If no, select the 'No' radial button. If yes, select the 'Yes' radial button and confirm whether a permit is required. Select whether the traveller will be visiting (including passing through) any locations with a threat assessment level of 3 or 4. Please Note. This will only appear if the arrival or departing city is not a level 3 or 4 country and only applicable if additional travel 	<p>Risk Management</p> <p>Has an assessment of business travel risks been completed?</p> <p><input type="radio"/> yes <input checked="" type="radio"/> no</p> <p>Click to open WHS14 - offshore travel risk management form</p> <p>Have any unmanaged risks been identified? *</p> <p><input checked="" type="radio"/> yes <input type="radio"/> no</p> <p>Have measures been taken to minimise the risk to the traveller? *</p> <p><input checked="" type="radio"/> yes <input type="radio"/> no</p> <p>Click to access the Offshore travel site for further information</p> <p>Is the research undertaken by the traveller subject to defence export controls? *</p> <p><input checked="" type="radio"/> yes <input type="radio"/> no</p> <p>Permit required for proposed activity? *</p> <p><input checked="" type="radio"/> yes <input type="radio"/> no</p> <p>You will need to ensure a permit is in place prior to travel. Contact Research and Innovation Services for assistance - 23508</p> <p>Will the traveller be visiting any location(s) that have a threat assessment level 3 or 4 (in accordance with Smarttraveller)? *</p> <p><input checked="" type="radio"/> yes <input type="radio"/> no</p> <p>Click to access Smarttraveller website</p> <p>Request Progress</p> <p>Traveller Details Reason for Travel Travel Arrangements Insurance, Risk & Finance Travel Diary Confirmation</p> <p>DISCARD REQUEST</p> <p>PREVIOUS NEXT</p>

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<p>will be conducted to these areas.</p> <p>4. Click the 'Next' button</p>	
<p>Financial</p>	<p>Select the appropriate areas of funding the travel.</p>
<ol style="list-style-type: none"> The traveller's default cost centre will appear in the cost centre list. If an additional cost centres need to be added, click on the 'Add a Cost Centre' button. <ol style="list-style-type: none"> Enter the cost centre details. Click on the 'Check Cost Centre' button to ensure it is active. Click on the 'Add to Cost Centres' button to add to the travel request. Enter how the costs will be split between the cost centres. If you need to remove a cost centre, click on the 'remove selected cost centres' button. Click the 'Next' button. 	
<p>Group Travel Elements (if Applicable)</p>	<p>Identify any persons accompanying the traveller as indicated in the insurance conditions section.</p>
<ol style="list-style-type: none"> Select the tick boxes related to those accompanying the traveller. Additional traveller details: <ol style="list-style-type: none"> If a UniSA Staff member, enter the names and select from the generated list. Select the radial button to advise if the Travel Team is required to organise their travel. If a UniSA Student, select the radial button and identify if 	

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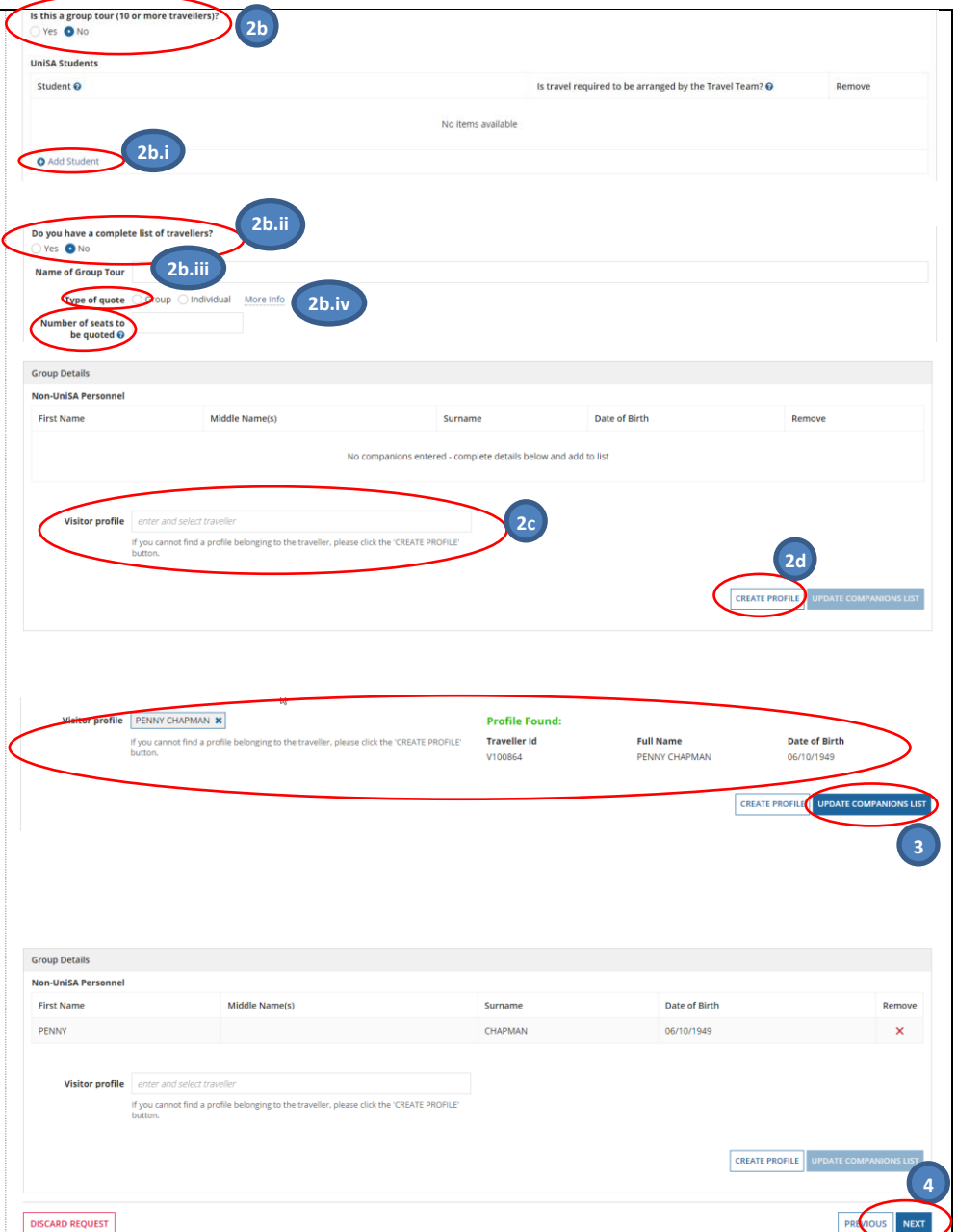
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this will a group (10 or more travellers),

- i. if No, enter the names from the generated list. Use the radial button to advise if the Travel Team is required to organise their travel.
 - ii. if Yes, select the radial button to either complete the names of the travellers or select the number of seats required when no names are available.
 - iii. Enter the name of the Group Tour,
 - iv. Advise the type of Quote required.
- c. If Non-UniSA personnel, enter the travellers name, if a Visitor profile exists the profile will appear, select and update companion list
 - d. If no profile exists, select the radial button to complete a profile for the visitor (refer to completing a traveller profile reference guide) once completed you will be redirected back to select and update companion list.

3. Once details are entered the 'Update Companions List' button will become active. Click the button to save the request.

4. Click the 'Next' button.



2b Is this a group tour (10 or more travellers)?

2b.i Add Student

2b.ii Do you have a complete list of travellers?

2b.iii Name of Group Tour

2b.iv Type of quote

2c Visitor profile

2d CREATE PROFILE

3 UPDATE COMPANIONS LIST

4 NEXT

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Business Travel Request (BTR) Form

Travel Diary

Daily Activity Record (if applicable)

Enter details of the traveller's activities during the trip where the traveller is away from home for 6 nights or more.

1. Click here for further information.
2. Enter place of activity for each day.
3. Enter start and finish times for activity for each day.
4. Enter activity description for each day.
5. State whether activity is for 'Personal' or 'Business' reasons.
6. Once complete click the 'Save Travel Diary' button.
7. Click the 'Next' button.

Travel Diary

Business Travel Request id: RESKChv22062018. The F537 Business Travel Record must be completed for Australian Taxation Office purposes where the traveller is away from home for six nights or more. Failure to complete this form may result in the entire trip and all associated expenses being subject to Fringe Benefits Tax.

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

Instructions and Guidelines

1. **Classifying business and personal travel**

2. **Place of Activity**

3. **Time Started**

4. **Description of Activity**

5. **Business or Personal**

6. **SAVE TRAVEL DIARY**

7. **NEXT**

Date (in location)	Day of Week	Place of Activity	Time Started	Time Finished	Description of Activity	Business or Personal
21 Jun 2018	Thursday	Sydney			Personal	Personal
22 Jun 2018	Friday	Sydney			General Travel: screen shot	Business
23 Jun 2018	Saturday	Sydney			General Travel: screen shot	Business
24 Jun 2018	Sunday	Sydney			General Travel: screen shot	Business
25 Jun 2018	Monday	Sydney			General Travel: screen shot	Business
26 Jun 2018	Tuesday	Sydney			General Travel: screen shot	Business
27 Jun 2018	Wednesday	Sydney			Personal	Personal
28 Jun 2018	Thursday	Sydney			Personal	Personal

[Add additional day for timezone variation](#)

Total Days: 8 days travel consisting of 5 business days and 3 personal days. This equates to 37.5% personal travel

Export to Excel: Export to Excel is unavailable. Please click the 'Save Travel Diary' button to enable export.

PREVIOUS NEXT

Quick Reference Guide

Business Travel Request (BTR) Form

Confirmation

Lodge the BTR

1. If the BTR cannot be approved based on the information provided in the insurance section. You will be informed by a message on the screen.
 - a. Make a note of your reference number.
 - b. Click the 'Finish' button.
2. If the BTR can be approved based on the information provided in the insurance section. You will be informed by a message on the screen detailing what will be required if circumstances of the traveller changes.
 - a. Make a note of your reference number.
 - b. Click the 'Finish' button.

Submit the BTR to the Travel Team to action.

Business Travel Request: FINNCarn20200428 - Confirmation

Travel Arranger - Ms Nicole Carneiro

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

You are about to submit request FINNCarn20200428 for approval

Thank you for your enquiry with the UniSA Travel Team

- Based on your answers to the Insurance, Risk & Finance questions, please note that your travel request cannot be approved until you establish contact with the UniSA Insurance Team on (08) 8302 1678 to discuss your booking request further.
- Your unique reference number is: FINNCarn20200428, please quote this number when referring to this particular request.

If you have any further questions, please do not hesitate contacting the UniSA Travel Team on (08) 8302 6430

PREVIOUS FINISH

Business Travel Request: FINNCarn20200428 - Confirmation

Travel Arranger - Ms Nicole Carneiro

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

You are about to submit request FINNCarn20200428 for approval

Thank you for your enquiry with the UniSA Travel Team

- Based on the information you provided, we confirm that you will be covered by the University's travel insurance for the full duration of your travel.

You will need to contact the UniSA Insurance Office to make additional arrangements if your intended trip is altered and:

- your trip exceeds 180 days;
- you add more than 50% in personal travel, and/or;
- you have an existing medical condition which could possibly require treatment or medication while travelling.

A summary of the University's travel insurance policy can be found on the web at [Staff - Travel Insurance flyer](#) which we recommend you print and take a copy with you. FAQs on travel are found at: [FAQs on Travel Insurance](#).

Please note that the University's travel insurance is a corporate policy and therefore generally offers broader coverage, however the excess is also higher. It is a \$250 excess for general claims and \$500 for electronic equipment which you would be responsible for in the event of you making a claim. Electronic equipment (eg. mobile phones, laptops, iPads, cameras etc) must be carried with you as part of your hand luggage in order to be covered under the policy, unless the airline requires devices to be checked in which case it will need to be adequately packed and protected from theft or damage.

- Your unique reference number is: FINNCarn20200428, please quote this number when referring to this particular request.

If you have any further questions, please do not hesitate contacting the UniSA Travel Team on (08) 8302 6430

PREVIOUS FINISH