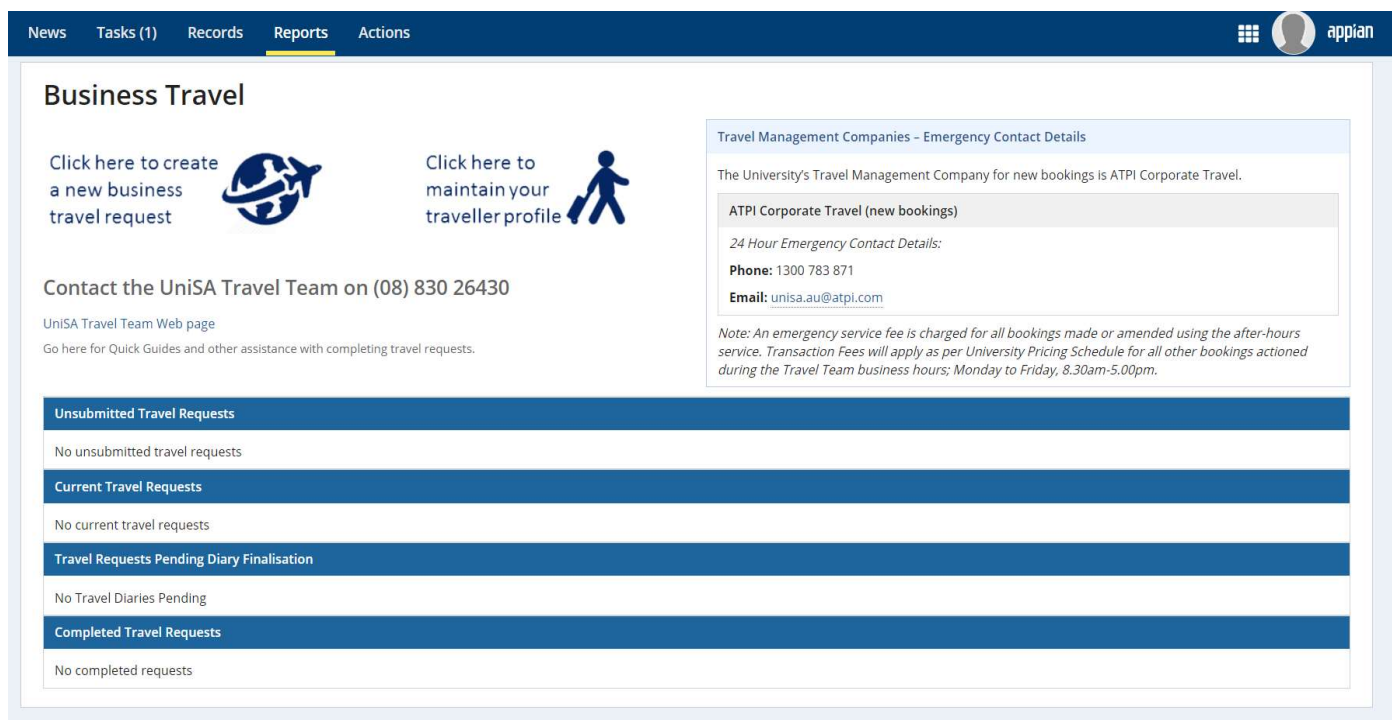


## BUSINESS TRAVEL REQUEST INSTRUCTIONS

These instructions are for students who are undertaking their In-Industry Experience outside of South Australia (including in their home country).

Link to the BTR Form: <https://bpi.unisa.edu.au/suite/tempo/reports/view/OzqdHg>

Click on the “Click here to create a new business travel request” wording



### Traveller Details

1. Select: **Self**
2. Travel approved in Principle by: *this is your Program Director*
3. Is any part of this trip being funded from a UniSA cost centre? **NO**.
4. Is any part of this trip being funded from a UniSA cost centre? **NO**
5. Do you want the Travel Team to arrange Travel Quotes? **NO**
6. Have you or do you intend on travelling to undertake any University activity? **YES**

## Overseas Travel – Student already in Home Country

### Business Travel Request

Indicate whether travel request is for yourself or on behalf of another person

Traveller Details

Reason for Travel

Travel Arrangements

Insurance, Risk & Finance

Travel Diary

Confirmation

**Primary Traveller** Mrs Janelle Donald

**Person Travelling** ☒ Self ☐ Other - UniSA employee ☐ Other - UniSA student ☐ Other - Non-UniSA personnel

**Note:** Group travel can be arranged by indicating you are travelling with companions in the 'Insurance, Risk and Finance' section later in this process

**\*Travel approved in principle by**

Is any part of this trip being funded from a UniSA cost centre? **?** \*

☐ Yes ☒ No

Do you want the Travel Team to arrange Travel quotes? **?** \*

☐ Yes ☒ No

Have you or do you intend on travelling to undertake any University activity? \*

☐ Yes ☒ No

Are you currently in an international location i.e. not in Australia? \*

☒ Yes ☐ No

Please advise the closest city in which you are currently undertaking or intend to undertake a University activity? \*

**!** You must add a passport to your traveller profile before you can proceed with this request - [click here to update profile](#)

[CLICK HERE AFTER UPDATING PROFILE](#)

Upload itinerary file if available **?**

## Overseas Travel – Student travelling Overseas (either to Home Country or elsewhere)

### Business Travel Request

Indicate whether travel request is for yourself or on behalf of another person

Traveller Details

Reason for Travel

Travel Arrangements

Insurance, Risk & Finance

Travel Diary

Confirmation

**Primary Traveller** Mrs Janelle Donald

**Person Travelling** ☒ Self ☐ Other - UniSA employee ☐ Other - UniSA student ☐ Other - Non-UniSA personnel

**Note:** Group travel can be arranged by indicating you are travelling with companions in the 'Insurance, Risk and Finance' section later in this process

**\*Travel approved in principle by**

Is any part of this trip being funded from a UniSA cost centre? **?** \*

☐ Yes ☒ No

Do you want the Travel Team to arrange Travel quotes? **?** \*

☐ Yes ☒ No

Have you or do you intend on travelling to undertake any University activity? \*

☒ Yes ☐ No

Have you or do you intend on travelling internationally i.e. not in Australia? \*

☒ Yes ☐ No

**Travel Locations**

Method of Travel	From City	To City	Departure Date	Booking Reservation Number <b>?</b>
Please ensure at least one location is added				
<a href="#">+ Add a new Location</a>				

Upload itinerary file if available **?**

## Local Travel – Student travelling within Australia

### Business Travel Request

Indicate whether travel request is for yourself or on behalf of another person

Traveller Details

Reason for Travel

Travel Arrangements

Insurance, Risk & Finance

Travel Diary

Confirmation

Primary Traveller Mrs Janelle Donald

Person Travelling ☒ Self ☐ Other - UniSA employee ☐ Other - UniSA student ☐ Other - Non-UniSA personnel

**Note:** Group travel can be arranged by indicating you are travelling with companions in the 'Insurance, Risk and Finance' section later in this process

\*Travel approved in principle by Mrs Sarah Plunkett, Team Leader: Industry Experience STM

Is any part of this trip being funded from a UniSA cost centre? \*

☐ Yes ☒ No

Do you want the Travel Team to arrange Travel quotes? \*

☐ Yes ☒ No

Have you or do you intend on travelling to undertake any University activity? \*

☒ Yes ☐ No

Have you or do you intend on travelling Internationally i.e. not in Australia? \*

☐ Yes ☒ No

#### Travel Locations

Method of Travel	From City	To City	Departure Date	Booking Reservation Number
Please ensure at least one location is added				
Add a new Location				

Upload itinerary file if available

UPLOAD Drop file here

DISCARD REQUEST

NEXT

## Reason for Travel

### Reason – General Travel

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

1. Select the 'General Travel' tick box.
2. Enter purpose, place and organisation visiting.
3. Enter dates of visit
4. Enter any additional information relevant to the trip
5. Attach supporting documentation
6. Once details are entered the 'Update General Travel' button will become active. Click the button to save the request.

Reason(s) for Travel

\* Reason(s) for Travel

☒ General Travel

☐ Conference/Seminar

☐ Transnational Teaching

☐ Research Projects

General International and Domestic Travel

\* Purpose of Visit

In-Industry Placement

Person Visiting

\* Organisation Visiting

TBA

\* Date From

31/08/2020

\* Date To

25/09/2020

CLEAR INPUTS

UPDATE GENERAL TRAVEL

Additional Information

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

Supporting Documentation

UPLOAD

Drop files here

Request Progress

Traveller Details

Reason for Travel

Travel Arrangements

Insurance, Risk & Finance

Travel Diary

Confirmation

DISCARD REQUEST

NEXT

*\*if you do not have an itinerary then click NEXT*

## Insurance, Risk & Finance

### Insurance Conditions

Review the insurance conditions and identify any factors that need to be highlighted to the Insurance Team

1. Select the tick box relevant to any area of your trip that could affect the insurance element of your trip.
2. Ensure you read all the notifications relevant to the trip
3. Click the 'Next' button

### Business Travel Request - Insurance, Risk & Finance

Travel Arranger - Mrs Janelle Donald

Traveller Details

Reason for Travel

Travel Arrangements

Insurance, Risk & Finance

Travel Diary

Confirmation

#### Insurance Conditions

Please indicate if any of the following apply to the traveller:

- ☐ You have a pre-existing medical condition that could impact on your fitness for travel
- ☐ Your trip could include more than 50% Personal Travel
- ☒ None of the above

[Click here for help completing this section of the form. \(Click again to hide\)](#)

#### Notification

**i** 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.

#### Notes

- 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 reasonably preclude you from taking this journey. As a consequence, you could become personally liable for any medical costs incurred during your travel.
- 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 or 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.
- 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.

## Risk Management

### Overseas Travel ONLY

Review and identify any risk factors that need to be highlighted to the Insurance team in relation to Overseas Travel

1. Confirm if an offshore risk assessment has been completed. **(This is compulsory for students going overseas only)**
  - a. If no, complete a risk assessment and then select yes.
  - b. If yes, select the 'yes' radial button.

#### Risk Management

Has an assessment of business travel risks been completed?

☐ yes ☐ no

[Click to open WHS14 - offshore travel risk management form](#)

#### IMPORTANT NOTE:

The WHS14 form is a checklist form that is a requirement for **ALL Students** of UniSA when they are travelling overseas, **even if it is to their home country**. This checklist is designed to enable the traveller, in consultation with their supervisor, to identify hazards associated with their intended travel.

2. Have any unmanaged risks been identified? NO
3. Confirm if any research is subject to defence export controls. NO
4. Select if the traveller will be visiting any locations that have a threat assessment level of 3 or 4 (in accordance with smartraveller.gov.au).
5. Are you travelling to a sanctioned Country?

#### Risk Management

Has an assessment of business travel risks been completed?

☒ yes ☐ no

Have any unmanaged risks been identified? \*

☐ yes ☒ no

Is the research undertaken by the traveller subject to defence export controls? \*

☐ yes ☒ no

[Click to access the Strengthened Export Control site for further information](#)

Will the traveller be visiting any location(s) that have a threat assessment level 3 or 4 (in accordance with smartraveller.gov.au)? \*

☐ yes ☒ no

[Click to access Smartraveller website](#)

Are you travelling to a sanctioned Country? \*

☐ yes ☒ no

[Click to access sanctioned countries information](#)

#### Request Progress

Traveller Details

Reason for Travel

Travel Arrangements

Insurance, Risk & Finance

Travel Diary

Confirmation

[DISCARD REQUEST](#)

[PREVIOUS](#)

[NEXT](#)

## Confirmation

Lodge the BTR

Submit the BTR to the Travel Team to action

### Business Travel Request: STMJBrow20200831 - Confirmation

Travel Arranger - Ms Janelle Brown

Traveller Details

Reason for Travel

Travel Arrangements

Insurance, Risk & Finance

Travel Diary

Confirmation

#### You are about to submit request STMJBrow20200831 for approval

Thank you for your enquiry with the UniSA Travel Team

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

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

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

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

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

- Your unique reference number is : STMJBrow20200831, 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

You need to record the 'BTR confirmation number' (Business Travel Request ID) as you will need to enter this into your InPlace submission.