



Locomote - Domestic Travel – No Cost Workflow Manual

Prepared by

Barbara Hodge, Financial Services

Introduction

This workflow should only be used for Domestic Travel where there is no cost to USQ apart from time off campus.

If your travel is being paid by a third party and the cost is originally coming out of a project located at USQ you will need to complete one of the other Domestic workflows.

Directions

- A Travel Request can be made through the [Locomote](#) booking portal
- Log in using your USQ email
- First time logging in to Locomote click on Password Reset and follow the prompts – otherwise enter your password
- If Locomote does not recognise your email address as a user than please register:
 - register using the [Travel Profile Request](#) form
 - Select the appropriate form for staff or student & visitor
 - Forward the completed form to travel@usq.edu.au
 - You will be notified when your profile has been created
- Before going in to book travel make sure you update all tabs in your Locomote profile
 - Do this by logging in to your Locomote account and clicking on the round person icon at the top right of the screen
- Select the correct workflow to begin your travel request

Steps	
1.	Enter in a trip title this may include; <ul style="list-style-type: none">- Date, destination, conference/project name (any information which may assist you to find the trip in the future)
2.	As this trip is no cost there should be no bookings required. Close the flight details box by clicking on the small grey X in the top right hand corner
3.	Select the Department and Cost Centre (Project). You can type the numbers in or select from the dropdown list. Only projects linked to the Department you have selected will be available to choose from. Although there is no cost to USQ, this field must be completed
4.	Select your Authoriser Group from the drop down menu

5.	Select your Authoriser from the drop down menu – a Category 4 or above delegate
6.	Leave the section Email Your Trip Details To: blank
7.	Click continue on the bottom right hand side of the screen
8.	Select a Reason for Travel from the drop down menu
9.	Enter in your departure date
10.	Enter in your return date
11.	In other destinations write all the places you will be travelling to eg. Brisbane QLD and Gold Coast QLD
12.	<p>Enter in Business Case for Travel, this should be a justification for travelling (no acronyms)</p> <ul style="list-style-type: none"> - For example; I am the organiser and speaker at one of the mini-symposia of the 12th World Congress Conference, Seoul, Korea 24-29 July 2016. Participation in this event will enhance my research links and international exposure to the benefit of the USQ. <p>Official conference website: http://conference2016.org/main</p>
13.	<p>Supporting Documentation</p> <ul style="list-style-type: none"> - Make sure that your documents are saved to your computer before uploading - Attach all relevant documents in regards to your travel - Finance & Supervisor approval forms (if required by your section) should already be completed before uploading - Other Supporting Documents may include; an invitation to speak at a conference or confirmation of a 3rd party payment of travel expenses
14.	Answer yes or no to the Traveller's Guide question
15.	Tick that you agree to the declaration if this is correct
16.	Click submit on the bottom right hand side of the screen

Your travel request is now completed for Domestic Travel – No Cost. It will go directly to your approver for approval.

If there are queries regarding your application, you will be contacted via the message tool on Locomote from either your approver or the USQ Travel Office (USQ Admin).

Contact Details

Travel Office

Ext 2727

Travel@usq.edu.au

Version No	Issue Date	Nature of Amendment
2	25/07/2017	Full Review