



Locomote - Domestic Travel – Other Accommodation, No Flight, No Hire Car Workflow Manual

Prepared By

Barbara Hodge, Financial Services

Introduction

This workflow should only be used for Domestic Travel where you **do not** require Flights, Accommodation or Hire Car that can be booked in the Corporate Booking Tool (CBT) within Locomote. For example:

1. If you require Conference Registration and/or Meal Allowance Only;
2. Require Conference negotiated rate Accommodation with no Flights or Hire Car;
3. The accommodation is not in the CBT e.g. the City Golf Club Motel in Toowoomba and you do not require Flights or Hire Car which can be booked in the CBT

Directions

- Bookings 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	
	IMPORTANT: Items entered in your Locomote request must not exceed your available funding. Do not enter any items that will be self-funded.
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.	By choosing this workflow you cannot select flights, accommodation or hire car on the first page. This workflow should not be used if you require flights

or car hire. It can be used if you ONLY require accommodation at a special conference rate or is in a rural area and the hotel is not in the CBT. If you are using the wrong workflow, cancel this travel request and begin a Domestic Travel workflow.

3. Use the grey cross in the top right hand corner of the flight box to close this section
4. 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. If you want your trip to be coded to multiple Departments and or Projects enter them in the Business Case along with how you want the costs to be split
5. Leave the section Email Your Trip Details To: blank
6. Click on continue at the bottom right hand side of the screen
7. Select a Reason for Travel from the drop down menu
8. In Additional Information write the name of your authoriser – a category 4 or above delegate. If you are unsure who it is check with your Supervisor
9. Fill in your departure and return dates
10. In Other Destinations write all of the places will be going to on your travels e.g. Longreach QLD; Emerald QLD
11. Enter dates in the FBT Calculator
12. Select Domestic
13. Select yes or no if your trip is greater than 5 consecutive nights
 - If your trip is greater than 5 consecutive nights you will need to fill out a Travel Activity Diary
 - Every day must be accounted for
 - Use the green plus sign to create a new entry
 - Select an activity from the drop down menu
 - Enter Location
 - Write in details (no acronyms) e.g. Field Trials or The Wonderful World Conference 2017
 - Make sure dates and times are correct
 - See below screenshot of a completed Travel Activity Diary
 - Below your diary it will tell you if FBT is applicable to your travel
 - You will NOT have to fill out a Travel Activity Diary if your travel is less than 5 consecutive nights

Travel Activities

Activity*	Location*	Details*	Date & Time*		
✕ Travel	Melbourne	Flight AN123 Toowoomba to Melbourne	01-02-2018	9:00 AM	🕒
			01-02-2018	5:00 PM	🕒
✕ Business	Melbourne	Attend Annual General CPA meeting and committee meetings	02-02-2018	9:00 AM	🕒
			02-02-2018	5:00 PM	🕒
✕ Private	Melbourne	Weekend	03-02-2018	9:00 AM	🕒
			04-02-2018	5:00 PM	🕒
✕ Business	Melbourne	Meetings with Locomote and Plan B	05-02-2018	9:00 AM	🕒
			05-02-2018	5:00 PM	🕒
✕ Business	Melbourne	Attend 2018 Fringe Benefits Conference	06-02-2018	9:00 AM	🕒
			08-02-2018	5:00 PM	🕒
✕ Business	Melbourne	Visit La Trobe University to speak with Fred to determine how they use Locomote	09-02-2018	9:00 AM	🕒
			09-02-2018	5:00 PM	🕒
✕ Travel	Toowoomba	Flight AN124 Melbourne to Toowoomba	10-02-2018	9:00 AM	🕒
			10-02-2018	5:00 PM	🕒

The Travel Diary will automatically calculate the FBT result based on your input (see below). If the result is the trip is Dual purpose you will need to pay 50% of the airfares and transfers yourself. If the result is that the trip is predominately private you will need to pay the airfares and transfers yourself

Days where authorised business activities were undertaken	6.0
Private Days	2.0
Travel Days	2.0
Total Days	10.0
Private Component	Less than 40%
Is FBT Applicable?	Predominantly business travel - No FBT payable on the airfares & transfer costs

14. If you selected No in the previous step you will now be asked whether there is an element of Private Travel.

If there is an element of Private Travel complete the Travel Activities Diary as detailed above in point 13

15.

If you need a Transfer select Yes otherwise select No. If you chose Yes:

- Select the Type of transfer you require from the dropdown box.
- Enter the pickup and drop off location address
- Enter an approximate Cost
- Select Date and Time to be picked up
- Enter comments that will assist the TMC in making bookings
- If you need a return or other transfers click the green + sign to add further transfers (See below for example of a completed transfer).
- Only scheduled bookable transfers and private transfers should be entered in this section. All other transfers e.g. taxi's or city public transport services should be entered in the Travel Requirements sections.

The screenshot shows a 'Transfer' form with the following fields: Type* (Airport Shuttle), Cost* (\$ 36.00, Approx), Pick Up Location Address* (123 Baker Street Toowoomba), Date* (01-12-2017), Time (6:00 AM), Drop Off Location Address* (Toowoomba Wellcamp Airport), and Comments (empty). A green '+ Transfer' button is at the bottom right.

The screenshot shows a 'Transfer' form with the following fields: Type* (Private Transfer), Cost* (\$ 200.00, Approx), Pick Up Location Address* (Melbourne Domestic Terminal), Date* (01-12-2017), Time (11:00 AM), Drop Off Location Address* (456 Collins St Melbourne), and Comments (To meet flight Air North AN123 from Toowoomba). A green '+ Transfer' button is at the bottom right.

16.

Travel Requirements section to include:

- **All items you require financial approval for**
- **Accommodation not in the booking tool**
- **Accommodation at special conference rates**

- **Do not include flights or hire car** (unless it is not on the CBT e.g. 4WD) **on this workflow**

The Estimate Trip Costs spreadsheet is a useful tool available on the [Locomote Dashboard](#) under Travel Resources

- Use the green plus sign on the left hand side to add a travel requirement
- Enter Description with details of your requirement
- Add estimated cost for that particular Travel Requirement
- When selecting your accommodation, choose either "Accommodation – Not in the Booking Tool" or "Accommodation – Conference Rate". enter Hotel name and Estimated Cost

See below for a screen shot of an example Travel Requirement section

Travel Requirements

**** PLEASE NOTE: **** If there is no overnight stay, you are NOT entitled to MEALS and INCIDENTALS.

Item	Description	Actioned By	Estimated Cost
⊗ Meals & Incidentals	Attach Meal Calculator in Supporting Docum	Travel Office	263.50
⊗ Accommodation - Conferen	Enter Details in Travel Consultant Notes	TMC	500.00
⊗ Conference Registration	Enter Full Name of Conference in Business	Travel Office	800.00
⊗ Taxis	Vouchers: Yes	Travel Office	250.00
⊗ Other Car Hire Expenses	Other Car Hire Expenses (eg Tolls, Petrol, Ac	Travel Office	150.00
⊗ Accommodation - Not in Bo	Enter Details in Travel Consultant Notes	TMC	200.00
⊕			
			\$2163.50

15.

Travel Consultant Notes

- Detail any specifics for your travel plans that need to be arranged by the travel agent e.g. details of any special needs, specific dietary requirements
- In the consultant notes you must add adequate details for the hotel, including full hotel name, address, arrival/departure dates and if it is a conference rate.

16

Enter in Business Case for Travel, this should be a justification for travelling (no acronyms)

	<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. Official conference website: http://conference2016.org/main - Dept.ID 123456 Project 7891011 50% and Dept.ID 489101 Project 1213145 50%
17	<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 - The Meal Calculator and Finance & Supervisor (if required by your section) approval forms should already be completed before uploading - Other Supporting Documents could include; a registration form for a conference, an invitation to speak at a conference or approval to use external funding
18	<ul style="list-style-type: none"> - Answer yes or no to the Traveller's Guide question
19	<p>Tick that you agree to the declaration if this is correct</p>
20	<p>Click on the submit button at the lower right side of the screen to forward your request for approval</p>

If your application has been correctly completed and your trip is approved, you will receive email confirmation.

If there are queries regarding your application, you will be contacted via the message tool on Locomote from either your approver, a Plan B Travel Consultant or the USQ Travel Office. If you haven't had any communication within two working days in regard to your travel contact the Travel Office.

Contact Details

Plan B

Domestic 03 9908 8372 or 03 9908 8358

After Hours 03 9908 8399 (do not call unless it is urgent as there will be additional charges)

Travel Office

Ext 2727
Travel@usq.edu.au

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