



Locomote - International Travel – No Cost Workflow Manual

Prepared by

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Introduction

This workflow should only be used for International 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

- 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	
1.	Enter in a trip title this may include; Date, destination, conference/project name (any information which may assist you to find the trip in the future)
2.	<ul style="list-style-type: none">- 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.	Leave the section Group Bookings blank
5.	Click continue at the bottom right side of the screen

6.	Select a Reason for Travel from the drop down menu
7.	In Additional Information type in the name of the authoriser – a category 3 or above delegate
8.	Enter your departure date
9.	Enter your return date
10.	In other destinations write all the places you will be travelling to e.g. Brisbane and Dubai
11.	<p>Enter in Business Case for Travel, this should be a justification for travelling (no acronyms)</p> <p>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> <p>Official conference website: http://conference2016.org/main</p>
12.	Check dates are correct in FBT Calculator
13.	- Select International
14.	<p>For all international trips an Travel Activity Diary must be completed</p> <ul style="list-style-type: none"> - Every day must be accounted for - Use the green plus sign to create a new entry - Select an activity from the drop down menu - Write in details (no acronyms) e.g. Travelling to Sydney - 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

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 result will determine if you are covered by USQ Insurance (subject to medical conditions). If the result is Dual Purpose or Predominately Private contact the Travel Office to find out if you need to purchase your own travel Insurance.

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

15.

Supporting Documentation

- 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

	<ul style="list-style-type: none"> - Other Supporting Documents may include; an invitation to speak at a conference or confirmation of a 3rd party payment of travel expenses
16.	<p>Source of Funds</p> <ul style="list-style-type: none"> - Because this is a no cost workflow there should be no cost to USQ - Use the green plus sign on the left hand side to add a source of funds - Select the type of funding from the drop down menu, Government, External Institution or Self-Funded - Enter the name of the source and amount of funding available from that source. Do not use acronyms
17.	<p>Country Risk</p> <ul style="list-style-type: none"> - As there are no flights, the system will not automatically show the risk rating for the country you are travelling to. You will need to check the DFAT Smart Traveller website to determine the risk level for your travel. If the risk level states 'Reconsider Travel' or 'Do Not Travel', you must seek higher authorisation. Complete the Travel Form - International Authorisation and attach in the Supporting Documentation section of your Travel Request
18.	<ul style="list-style-type: none"> - Answer yes or no to the questions relating to International SOS Emergency Response
19.	Answer yes or no to the Traveller's Guide question
20.	Tick that you agree to the declaration if this is correct
21.	Click submit on the bottom right hand side of the screen

Your travel request is now completed for International Travel – No Cost. It will go directly to the Travel Office for checking and then onto 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