



Locomote - International Travel Workflow

Prepared by Barbara Hodge

Financial Services

Introduction

This workflow should be used for International Travel where there is a cost to USQ i.e. where the cost of the travel will be initially coming out of a department/project located at USQ.

Directions

- Travel Requests 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	
	<p>IMPORTANT: Items entered in your Locomote request must not exceed your available funding. Do not enter any items that will be self-funded.</p> <p>Please ensure your 'Locomote Profile' has your passport details. Click on the round person icon in the top right of the screen. Using the dropdown menu select 'My Profile'. Add your passport details to the 'My Documents' tab.</p>
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.	Add flight details into the Flight box <ul style="list-style-type: none">- Insert any comments that are needed for the travel agent e.g. flight preferences- Make sure that require baggage is always ticked
3.	Using the 3 squares on the right below the flight box, you can now add in another flight, hotel or car. We recommend putting your travel

	together in the order you will need it e.g. Flight, Hotel, Flight, Hire Car. You can delete an entry by clicking on the small grey X in the top right hand corner
4.	<p>Add in hotel details by clicking Hotel sign under the Flight information, and add arrival and departure dates</p> <ul style="list-style-type: none"> - If there is a particular hotel you wish to stay in you can type the name in - Comments can be put in for the Travel Consultant, e.g. Wheelchair access is required - Please note that if the hotel is offering special rates for conference attendees then accommodation should not be entered in this section, but in the travel requirements section
5.	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.
6.	Select your Authoriser Group from the drop down menu (Authoriser Group for ADEB funding is ADEB)
7.	Select your Authoriser from the drop down menu – a Category 3 or above delegate (all research international travel approved by Mark Harvey). If unsure consult your supervisor
8.	Leave the section Email Your Trip Details To: blank
9.	Click continue on the bottom right hand side of the screen
10.	Select a Reason for Travel from the drop down menu
11.	In Travel Destinations make sure that the correct departure and return dates are recorded
12.	In other destinations write all the places you will be travelling to e.g. London, UK; Milan, Italy
13.	Check dates are correct in FBT Calculator
14.	Select International
15.	<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 - Enter Location - 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	London	Flight QF123	01-12-2017 9:00 AM 01-12-2017 5:00 PM
Business	London	Preparation for paper presentation at World Accounting Symposium 2017	02-12-2017 9:00 AM 02-12-2017 5:00 PM
Business	London	Attend World Accounting Symposium 2017	03-12-2017 9:00 AM 03-12-2017 5:00 PM
Business	London	Present paper and attend World Accounting Symposium 2017	04-12-2017 9:00 AM 04-12-2017 5:00 PM
Business	London	Attend World Accounting Symposium 2017	05-12-2017 9:00 AM 05-12-2017 5:00 PM
Private	London	Rec Leave	06-12-2017 9:00 AM 06-12-2017 5:00 PM
Business	London	Meet with Prof John Smith of Oxford University re research collaboration	07-12-2017 10:00 AM 07-12-2017 2:00 PM
Travel	owoomba	QF123	08-12-2017 1:00 PM 09-12-2017 2:00 PM

Days where authorised business activities were undertaken: 5.0

Private Days: 1.0

Travel Days: 3.0

Total Days: 9.0

Private Component: Less than 40%

Is FBT Applicable? Predominantly business travel - No FBT payable on the airfares & transfer costs

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

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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 image displays two examples of the 'Transfer' form. Each form has a title bar with a left arrow icon, the word 'Transfer', and a close button (X). The form fields are as follows:

- Form 1 (Top):**
 - Type*: Airport Shuttle (dropdown)
 - Cost*: \$ 65.00 (text input) with 'Approx' label
 - Pick Up Location Address*: 123 Baker Street Toowoomba (text input)
 - Date*: 01-12-2017 (calendar icon)
 - Time: 6:00 AM (clock icon)
 - Drop Off Location Address*: Brisbane International Terminal (text input)
 - Comments: Please book Con-x-ion to match flight time (text area)
- Form 2 (Bottom):**
 - Type*: Private Transfer (dropdown)
 - Cost*: \$ 400.00 (text input) with 'Approx' label
 - Pick Up Location Address*: Brisbane International Terminal (text input)
 - Date*: 09-12-2017 (calendar icon)
 - Time: 6:00 AM (clock icon)
 - Drop Off Location Address*: 123 Baker St Toowoomba (text input)
 - Comments: ATS transfer to meet Flight time (text area)

A green '+ Transfer' button is located between the two forms.





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Travel Requirements section

- Useful tool - Estimate Trip Costs spreadsheet is available on the Locomote Dashboard under Travel Resources

- All costings for your trip that have not been included on the previous page, (flights, accommodation, hire car) need to be entered into this section
- Use the green plus sign on the left hand side to add a travel requirement
- Select item from the drop down menu
- Enter Description with details of your requirements
- Add in estimated cost for that particular Travel Requirement
- If the hotel is offering special rates for conference attendees select Other Accommodation-Conference Rate from drop down box. In Description enter Hotel name (Enter name Check in and check out and other relevant information in the Travel Consultant Notes.
- See below for a screen shot of an example Travel Requirement section

Travel Requirements

Item	Description	Actioned By	Estimated Cost
 Conference Registration	Enter Details in the Business Base	Travel Office	500.00
 Meals & Incidentals	Attach Calculator to Supporting Documents	Travel Office	697.28
 Visa	Visa	Travel Office	250.00
			
			\$1447.28

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Supporting Documentation

- 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 approval forms (if required by your section) 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

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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 and any other information which may assist the Travel Consultant

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- Answer yes or no to the Traveller's Guide question

21	<p>Source of funds</p> <ul style="list-style-type: none"> - 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, USQ Funded, Government, Self-Funded or External Institution <p>Name of the source and amount of funding available from that source. Do not use acronyms e.g. Depart of Foreign Affairs and Trade or Australian Centre for International Agricultural Research.</p>
22	<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. Official conference website: http://conference2016.org/main - Dept.ID 123456 Project 7891011 \$1500 Dept.ID 789101 Project 1213141 Balance
23	<ul style="list-style-type: none"> - Review the Country Risk of your destination. 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 Documents section
24	<p>Answer yes or no to the questions relating to International SOS Emergency Response</p>
25	<p>Your saved passport information determines if you require a visa for your destination. Click on the blue visa button on the right hand side of the screen for information on how to apply for a visa</p>
26	<p>USQ does not advise staff to rely on the blue link in the Vaccination section. Check with the USQ Doctor or your own doctor as to vaccination requirements. USQ Doctor details are available from the Travel Office.</p>
27	<p>Agree to the declaration if everything is correct and click submit</p>

Your application has now been sent to the Travel Office where it will be checked before forwarding onto a Plan B Travel Consultant who will prepare a itinerary/quote. You will be contacted via the messages tool in Locomote if there are any queries regarding your application.

You will receive and message when Plan B has uploaded two or three itineraries/quotes for you to review. Select the most suitable itinerary by clicking the Preferred Quote button. Your request will now automatically submitted to your approver for authorisation. If your approver is in agreeance with the itinerary

chosen, then your trip will be booked and you will receive confirmation from the Travel Consultants and Travel Office.

If the Travel Office (USQ Admin), Plan B or your Approver have any questions in regard to your Travel Request you will be contact via messages in Locomote. You should reply using the same system.

Contact Details

Plan B

International 03 9908 8378
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	27/07/2017	Full Review