

Approver Cheat Sheet



NOTE: As a Travel Approver you are financially accountable for the expenditure and tax implications of each travel request you authorise. To approve travel you require both HR and Financial Delegation Category 3 or higher to sign off the travel.

The Approver will receive an email advising them that there is a travel request waiting to be approved. The travel request can be accessed from the email or you may log in and find the trip in the Awaiting Authorisation tab on the Dashboard.

To see all Trip Details click on the Back to Trip Details link at the bottom of the page. You will need to do this to determine which cost centres the Traveller has advised the trip will be costed to.

You may discuss the Travel Request with the Traveller using the orange Discuss button at the bottom of the page.

You can forward to another Approver, do not click Approve if you want to forward it on. This is particularly important if you are not an Authorised Approver for the Cost Centres selected by the Traveller e.g. you are a School Approver but the cost centre is a Faculty project for which you do not have delegation.

Domestic Travel

There will be only one quote to view as the booking has been completed using the Corporate Booking Tool (CBT).

You can see the itinerary by clicking view. Check there is no Fringe Benefit Tax liability.

Check the meal (per diem) calculator is correct. Ensure staff are not claiming for meals provided at a conference.

Check that the cost centre codes are correct. Check the Business Case to see if there are multiple cost centres.

Approve the travel by clicking the green Approve button or forward to next approver (with message of approval for your delegated cost codes) if multiple cost centres.



NOTE: If the traveller has selected a Jetstar flight USQ will be charged as soon as they book, even if the trip is not approved.

The Traveller should talk to their Approver and gain in principle approval prior to booking if they are going to use Jetstar.

BOOKINGS MUST BE APPROVED BY 11:30PM TO OBTAIN THE DAY'S FARES

International Travel

There will be two or three quotes to view.

The Traveller will have selected one as their preferred quote. The Approver is not obliged to approve the preferred quote.

The Approver can discuss with the Traveller and can also see the messages trail which may shed some light as to why the Traveller selected the preferred quote.

Approve the quote you determine is in the best interest of USQ by clicking a green Approve button.

Important Items the Approver Should be Aware Of

Fringe Benefit Tax	<p>Ensure the FBT Calculator/Diary has been completed for all international travel, domestic travel where there are more than 5 consecutive nights away, and travel that includes any private Days</p> <p>If there is an FBT liability the Approver should not approve the trip as it is submitted if airfares and transfers are requested.</p> <ul style="list-style-type: none">• If the determination is predominately private USQ should not pay for any airfares or transfers,• If it is dual purpose USQ may pay for one way airfares and transfers or 50%.• If you are unsure check with the Travel Office prior to approving the travel.
Country Travel Risk	<p>If the traveller is requesting to travel to countries which have a Level 3 or 4 risk warning from DFAT the Travel Office will have asked the Traveller to submit an International Travel Authorisation form.</p> <p>The traveller will need to get the Category 3 Delegates approval on the International Travel Authorisation Form. The Approver must determine if the risk is too great.</p> <p>If the Category 3 Delegate has approved the travel it will be forwarded to the High Risk Approver i.e. Vice Chancellor for approval prior to quotes being obtained.</p>

4WD Hire Risk	If the Traveller has booked a 4WD a Risk Management Plan form must be attached and taken into consideration when approving the travel request.
Medical Conditions	If the Traveller has a known medical condition they should speak to the Approver and the Travel Office to determine if they are covered by insurance and if they should be travelling.
Private Vehicle Use	Private motor vehicles should only be approved in exceptional circumstances.
Meal Allowance	Check the meal (per diem) calculator is correct. Ensure staff are not claiming for meals provided at a conference.
Source of Funds	Check the Business Case and the Source of Funds (International Only) sections to determine if there is more than one Cost Centre as you may need to Forward Authorisation for further approval or check that an approval for the other funding has been attached

CONTACTS

Travel Office – travel@usq.edu.au or +61 7 4631 2727

Plan B Travel Consultants can be contacted via the Message section of the Travel Request or by phone:

Domestic

+61 3 9908 8372

+61 3 9908 8358

International

+61 3 9908 8378

+61 3 9908 8374

After Hours

+61 3 9908 8399

Plan B should only be contacted after hours in cases of emergency or a fee will apply.

Any contact with Plan B and resulting action will be recorded on the Travel Request by the Travel Consultant and may result in a fee being applied.