

# INTERNATIONAL TRAVEL

A SIMPLER,  
FASTER,  
SAFER WAY TO  
APPROVE  
INTERNATIONAL  
TRAVEL

## TRAVEL APPROVAL

### USE THE 3-STEP PROCESS

To approve International Travel, requests will come to an authorised person by the following method:

- FlindersPro

#### Class Of Travel

The standard for all air travel is economy, and travellers must choose the 'best available fare'. Any exceptions must be approved by the relevant SET member.

To DELEGATE your Authority to another Authorised Person, raise a request through Assyst for FlindersPro to be amended.

#### STEPS FOR NON COMPLIANT TRAVEL APPROVAL

As an authorised person you are delegated to authorise through preferred travel management companies (TMC) ONLY. Any travel that is not booked through our preferred TMC, requires approval by a Senior Executive Team Member.



#### Contact Details

Who: Finance & Procurement Service  
Enquiries: <https://serviceone.flinders.edu.au/travel-query/>  
Web: [staff.flinders.edu.au/travel](http://staff.flinders.edu.au/travel)

# 1

## RECEIVE

When a traveller submits a form in FlindersPro, the system will automatically trigger the approval process and send you a task when it requires approval. The request should be made prior to any travel bookings occurring.

# 2

## ASSESS

Is the travel in accordance with the Travel Policy and meets the following:

- is for university business
- is necessary
- does not interfere with usual work responsibilities and necessary arrangements are in place
- will be booked through a University preferred travel management company (unless non compliant approval form is submitted to approve non compliance)
- Estimated costs are reasonable, based on appropriate class of travel and are within budget
- Location is safe or traveller has appropriately considered any DFAT advice and warnings

# 3

## RESPOND

If you are satisfied that the travel is in accordance with the policy,

**APPROVE** the travel by using the appropriate 'Approve' button in the FlindersPro process.

If travel is not in accordance with policy,

**DECLINE** by using the 'Reject' button in the FlindersPro process.

**IF FURTHER INFORMATION IS REQUIRED**, use the 'Request Modification' button in the FlindersPro process.

HOW TO  
GET STARTED

Request Access  
via

serviceone

Visit the Website

Business Travel by 

<https://www.booktravelonline.com.au/Login/flinders>

Phil Hoffmann  
business travel 

<https://pht.serko.travel/Login/FLINDERS>

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