Overview
The Staff International Travel process is a new process for the booking and approval of international travel requests for University staff. Once the traveller submits a form, the system will automatically trigger the following approval process:

- **Supervisor**
- **Funding check (if applicable)**
- **Authorised Position Approver**

Note if the traveller’s supervisor is at the ‘authorised position’ level for that travel request, they will only receive the task once.

This guide will assist you in the options available when receiving an approval task in the Staff International Travel process, and the responsibilities and requirements of each approver.

Positions Responsible
Supervisors
Resource Officers
Authorised Position Approvers

The business level of the authorised position approver will be automatically driven by the DFAT alert level of the countries in the travel request as follows:

<table>
<thead>
<tr>
<th>DFAT Alert Level</th>
<th>Authorised Position Approver</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 1 - Exercise normal safety precautions</td>
<td>Dean of School / Division Head</td>
</tr>
<tr>
<td>Level 2 - High degree of caution</td>
<td>Dean of School / Division Head</td>
</tr>
<tr>
<td>Level 3 - Reconsider your need to travel</td>
<td>Executive Dean / Portfolio Head</td>
</tr>
<tr>
<td>Level 4 – Do not Travel</td>
<td>Vice-Chancellor</td>
</tr>
<tr>
<td>University Restricted</td>
<td>Vice-Chancellor</td>
</tr>
</tbody>
</table>

System Steps
1. Login to FlindersPro ([https://flindersbpm.appiancloud.com](https://flindersbpm.appiancloud.com)), using your FAN and password
2. Go to the ‘Tasks’ tab and locate the travel approval task

The following pages provide detail on the types of information each approver will see, the responsibilities of each approval level, and the options they have with regard to requesting modifications or rejecting the request.

This document is written assuming the reader is the approver who is going to action the request.
Supervisor Approval

As the traveller’s supervisor, you have received a task (and notification via email) that one of your direct reports has requested International Travel.

Note: if you are not the traveller’s current Supervisor (please contact HR Client Services to update the traveller’s record in the HR system and ITS who will be required to manually reassign the task).

Your approval stage is the first approval gate in the workflow for International Travel. This task will display the following details:

- Traveller’s details
- Reason for proposed travel
- Destinations and dates of travel
- Any supporting documentation uploaded (including for example conference agenda, proposed itinerary, travel correspondence)
- Payment details including proposed account codes and booking company
- Any private component of the trip

Additional information entered by the traveller including accommodation and flight details, contact details and risk assessments are also available for review if desired by clicking ‘More Info’.

Your responsibility as the employee’s supervisor is to review the proposed travel reason, destinations and travel dates requested and confirm there is a valid business requirement to undertake this travel.

This is not the final approval gate. The responsibility to approve the travel overall including expenditure and the risk assessment and mitigation plan, rests with the Authorised Position.

To action your task, these three buttons will appear at the bottom of the screen:

- **Reject** - terminates the request and it can no longer be edited by the traveller
- **Request Modification** - returns the request to the traveller, which allows them to modify and re-submit. This will recommence the workflow from the start, regardless of the approvals previously obtained.
- **Approve** – approved the business requirement to travel and triggers the next approval task in the workflow.

You can choose to provide further details or comments as part of your decision, but if you choose to ‘Request Modification’ or ‘Reject’ the request, a comment must be entered to inform the traveller of your reasoning.
Approve a Staff International Travel Request

Resource Officer Funding Check (if applicable)

The Resource Officer funding check task is sent to staff who are setup in the Travel Resource Officer group within FlindersPro for the traveller’s faculty/portfolio or school/division. Some areas of the University have opted to remove this step from the workflow; however, this must be agreed at the Faculty/Portfolio level.

As a Resource Officer you have received a task (and notification via email) that a traveller within your area has requested International Travel. Once logged into FlindersPro, you will see there is a task awaiting your action in the ‘Tasks’ tab. As you are in a group of several resource officers for this area, after you open the task, you must first accept it in the blue strip at the top of the screen, removing it from others task lists.

This task will display the following details:

- Traveller’s details
- Reason for proposed travel
- Destinations and dates of travel
- Any supporting documentation uploaded (including for example account code authorisations, TMC quotes)
- Payment details including proposed account codes, estimated costs and booking company
- Any private component of the trip

Additional information entered by the traveller including accommodation and flight details, contact details and risk assessments are also available for review if desired by clicking ‘More Info’.

Your responsibility as the Resource Officer is to review the proposed payment details and provide information on their adequacy, as well as the level of funds available in these accounts for the estimated costs of the trip.

Your funding check task is not a formal approval, but an information-gathering task to check the financial details provided and arm the approver with information to assist with their decision.

To action your task, these two buttons will appear at the bottom of the screen:

- **Request Modification** - returns the request to the traveller, which allows them to modify and re-submit. This will recommence the workflow from the start, regardless of the approvals previously obtained.
- **Submit** – submits the information you have entered in the comments box to assist the approver, and triggers the next approval task in the workflow.

As this is a checking task to provide information, a comment must be entered to inform the Authorised Position of the result of the finance check.
Approve a Staff International Travel Request

Authorised Position Approval

As the person in the Authorised Position of the traveller’s business area, you have received a task (and notification via email) stating someone has requested International Travel. Once logged into FlindersPro, you will see there is a task awaiting your action in the ‘Tasks’ tab.

Your approval stage is the final approval in the workflow for International Travel. When you click this task, the key details of the proposed travel will be presented on screen including:

- Traveller’s details and the reason for proposed travel
- Destinations (including the DFAT alert level of the countries) and dates of travel
- Payment details including estimated cost, account codes and booking company
- For requests containing a DFAT Alert Level 3 destination country
  - current DFAT Smartraveller advisory summary
  - the mitigation strategies proposed by the traveller to address the risks
- Any supporting documentation uploaded
- Approval history of the request and comments

Additional information entered by the traveller including accommodation, flight and contact details are also available for review if desired by clicking ‘More Info’.

Your responsibility as the Authorised Position is to review the proposed International Travel Request and assess whether you are satisfied that the risks associated with the proposed travel have been adequately considered and addressed, and that the University expenditure is appropriate for the travel.

Additional support on content and adequacy of risk assessment and mitigation strategies is available here or alternatively please contact WHS.

For travel requests to a DFAT level 4 country, the Authorised Position is the Vice Chancellor. In this case there will be an additional workflow stage called a ‘Pre-VC review’ which is performed by the Executive Dean / Portfolio Head to review the travel request including the risk assessment and, if deemed appropriate, authorise the expenditure, and recommend for VC approval.

To action your task, these three buttons will appear at the bottom of the screen:

- **Reject** - terminates the request and it can no longer be edited by the traveller
- **Request Modification** - returns the request to the traveller, which allows them to modify and re-submit. This will recommence the workflow from the start, regardless of the approvals previously obtained.
- **Approve** – approves the travel request and triggers a secured booking request form to the nominated Travel Management Company.

You can chose to provide further details or comments as part of your decision, but if you choose to ‘Request Modification’ or ‘Reject’ the request, a comment must be entered to inform the traveller of your reasoning.