Overview
This guide explains how to create and modify a travel profile. Once a travel profile is created, the information entered will be used when generating a request for international travel, reducing the need to enter information multiple times.

A travel profile must be created before a traveller can create a request for international travel.

Positions Responsible
Traveller
Travel Booker (a staff member who will book travel on behalf of the traveller)

System Steps – How to Create a Travel Profile
1. Login to FlindersPro
2. Go to the ‘Actions’ tab and select ‘Create International Travel Profile’

If you are creating a Travel Profile on behalf of someone else, enter the traveller’s FAN and click ‘Search’.

The traveller’s personal information is populated from their HR Record. If this information is incorrect, you will need to update it through Employee Self Service (ESS).

3. Complete the Personal and Contact information fields.

* denotes a mandatory field and must be completed before moving to the next page
4. Enter your Passport information and any Airline or Hotel Preference

This information will be available in any future travel request therefore reducing the need to re-enter information.

5. Enter any ‘Frequently User Account Codes’ including a description to easily identify later, and if applicable, your University Credit Card details.

This information is not mandatory and can be modified at any time.
6. Click ‘Submit’.

The travel profile will now be active in the system and can be modified at any time by going to the ‘Records’ tab and clicking ‘Travel Profiles’.

**Next Stage**

The travel profile will remain in the system where the information entered will be used when creating a request for international travel.

**System Steps – How to Modify a Travel Profile**

1. Login to FlindersPro
2. Go to the ‘Records’ tab and select ‘Travel Profiles’
3. Select your travel profile, or if you are a travel booker, select the traveller’s profile.
4. Click ‘Amend Travel Profile’ to modify the information.
5. Update the profile information as required, click the ‘Next’ button to view each page of the profile.

6. Once all information has been updated, click ‘Submit’.

**Next Stage**

The travel profile is now complete and will be used when creating a request for international travel. A record of when the profile was amended and who amended it is stored in the profile record.