International Travel Approval Workflow

DFAT Level 1 – Exercise normal safety precautions & DFAT Level 2- High degree of caution Countries

Traveller completes travel profile

Traveller (or admin) submits travel request
(traveller submits risk assessment)

Supervisor
(approves business requirement)

Resource officer*
(funding and account code check)

Authorised position
(approves travel)

Traveller completes travel diary & submits upon return

Dean / Division Head
(if traveller's supervisor is above Dean / Division Head level, the approval level will be escalated by one level)

DFAT Level 1 – Exercise normal safety precautions & DFAT Level 2- High degree of caution Countries
(when the traveller’s supervisor and authorised person are the same person)

Traveller completes travel profile

Traveller (or admin) submits travel request
(traveller submits risk assessment)

Resource officer*
(funding and account code check)

Supervisor/Authorised position
(approves business requirement and travel)

Traveller completes travel diary & submits upon return

Dean / Division Head
(if traveller's supervisor is above Dean / Division Head level, the approval level will be escalated by one level)

* Some areas have omitted the Resource Officer step
DFAT Level 3 – Reconsider your need to travel countries

1. Traveller completes travel profile
2. Traveller (or admin) submits travel request (traveller submits risk assessment)
3. Supervisor (approves business requirement)
4. Resource officer* (funding and account code check)
5. Authorised position (approves travel)
6. Traveller completes travel diary & submits upon return

* Some areas have omitted the Resource Officer step

DFAT Level 3 – Reconsider your need to travel countries (when the traveller’s supervisor and authorised person are the same person)

1. Traveller completes travel profile
2. Traveller (or admin) submits travel request (traveller submits risk assessment)
3. Resource officer* (funding and account code check)
4. Supervisor/Authorised position (approves business requirement and travel)
5. Traveller completes travel diary & submits upon return

* Some areas have omitted the Resource Officer step
DFAT Level 4 – Do not travel (and University Restricted) Countries

- Traveller completes travel profile
- Traveller submits travel request
- Supervisor approves business requirement
- Resource officer* (funding and account code check)
- Pre-VC check (reviews request & risk assessment)
- VC approval (approves travel)
- Traveller completes travel diary & submits upon return

* Some areas have omitted the Resource Officer step