Domestic Travel Flowchart

Prior to Travel

Approval

Obtain quotes from the preferred travel agents

Complete a FS87 Business Travel Request form

Fax the a FS87 to the preferred travel agent or your project coordinator

Health and Safety

Information on travel insurance

Cash Advance/Withdrawal

Credit Cardholders

Withdrawal via your University Visacard if PIN approved

If seeking approval for a PIN, complete a FS72 Amendment to Cardholder Details

Forward FS72 to FlexiPurchase Controller to obtain your PIN (allow 7-10 business days)

Non-Credit Cardholders

Advance via Accounts Payable

Complete a FS27 Cash Advance Approval form* and sent to Accounts Payable

You will receive the cash advance through EFT or cheque

Travel Policy Information:

- Travel Insurance
- Travel Procedures
- Credit Card Procedures

* FS26 Travel Calculator form may be used as a guide to the expenditure required for your trip (retain as supporting documentation)

During the Trip

Complete FS36 Cash Advance Record (FS36 instructions) and FS37 Business Travel Record (or annotated itinerary for travel of six nights or more) forms as you go

Upon Return

Do you owe an amount of money to the University Visacard?

Yes

Make payment at the NAB into your Visacard or complete FS55 form and submit with payment to Campus Services

Attach receipt and FS55 if applicable to your FS36 Cash Advance Record

No

Reconcile your FP statement and attached all receipts and forward to your supervisor for authorisation

Forward authorised statement to your FP Admin Controller/Finance Officer for processing

Acquit the cash advance by completing a FS39 AP cash Advance Acquittal form

Send the FS39 form to Accounts Payable for processing