



T&E Bulletin

➔ November 2008

More value for money

- One of the key objectives of implementing T&E Online was to **deliver better value for money** to University travellers.
- Due to the high uptake of staff using the Online Travel Booking system, the T&E project team have been successful in negotiating a further 5% discount from Virgin Blue, in addition to the existing 5% discount previously negotiated with Virgin. University travellers will soon receive the full **10% discount off all Virgin Blue flights** booked through the Online Travel Booking system.
- University travellers continue to benefit from between **10-30% off Qantas flights** and heavily discounted accommodation and car hire rates booked through the Online Travel Booking System.

ANZ Visa Cards provide more flexibility

- Another key objective of T&E Online was to replace the existing AMEX cards used for travel and entertainment with a more versatile credit card and wider merchant acceptability across the world.
- The move to the ANZ Visa Corporate Credit Card program has proved highly successful with over 500 staff members completing training and issued with cards in the first 3 months.
- The ANZ Visa cards have already been used throughout a number of different countries including the US, UK, New Zealand, Norway, India, China, Chile, Nepal and Malaysia, providing staff with the greater travel support.

Continued enhancements to T&E Online

The Project Team is committed to enhancing T&E Online and continues to focus on improving the customer experience. There are many enhancements currently being looked at. To view a list of these please visit: https://www.adelaide.edu.au/finance/travel/docs/TE_Improvement_List.pdf

User Survey

As planned, now that the system has been up and running for three months, a user survey of University travellers will be coordinated through each Faculty and Division and users may be contacted to participate in the survey. The findings from this survey will form the basis of a report to the Vice Chancellor's Committee.

T&E Online Usage August–October 2008

One of the benefits of implementing T&E Online is that University travel can now be easily tracked and reported. Statistics from the first 3 months of usage demonstrate that the system is being widely used by staff across the University:

- \$1.4 million worth of travel and entertainment expenses processed
- 2,364 travel requisitions raised and approved
- 2,290 travel and entertainment acquittals approved

Travel Facts

In the first half of 2008 members of the University travelled about 24.4 million kilometres on 7,500 commercial air flights. Qantas was the most popular carrier with 4,755 trips equating to 13,777,384 kilometres. The most common destinations were Singapore, Los Angeles and London

Shane McGregor, Project Sponsor

A T&E Online technical update with useful hints and tips will be issued shortly along with the release of a newly developed reference to provide further acquittal guidance

Don't forget to visit the new and improved travel section of the Financial Services website for the latest travel information, advice and FAQ's:

www.adelaide.edu.au/finance

The T&E Online Project Team welcome your comments and any feedback to: corporate.cards@adelaide.edu.au

