

Approver - International Travel

Introduction

International travel must be approved by an authorised delegate prior to any travel arrangements or payments being made. A list of authorised delegates can be found in the [Travel & Entertainment Policy & Procedures](#).

Role of the Travel Approver

As a travel approver, you are responsible for the approval of staff/students wishing to travel overseas using University funds in accordance to the [Travel & Entertainment Policy & Procedures](#).

In your review, you should consider the following:

- The travel is for legitimate University business, within budget and is of reasonable expenditure.
- Appropriate supporting documentation is attached to the travel requisition.
- The safety and security of the traveller (or travellers if in a group).
- If the travel is high risk (level 3 or 4) an approved Request for Approval to a High Risk Destination form is attached – see below.

Things to note:

Private Travel – if any private travel component is 30% or more of the total travel, FBT is payable on 50% of the airfare as the trip is deemed to have dual purpose under Australian tax law.

To eliminate the University's FBT liability, travellers must

- Reduce the private days to less than 30% of the total travel; or
- Pay 50% of the airfare upfront to FCM Travel Solutions at the time of booking.

Note: if no payment is made towards the airfare at the time of booking, the traveller will be invoiced for the amount. If no payment is received by the due date, the FBT liability will be charged back to the Faculty/Division.

If private travel is incorporated, it is the traveller and local area's responsibility to ensure annual leave has been submitted.

High Risk Travel – anyone intending to travel to destinations defined as "high risk" must complete the [Request for Approval to a High Risk Destination](#) which includes a risk assessment to be completed by the traveller. This form follows a separate approval path which includes Legal & Risk.

Lounge Memberships - Airline lounge memberships (e.g. Qantas Club or Virgin Lounge) are at the personal cost of the traveller with the exception of frequent travellers (e.g. at least 5 times a year) at the discretion and written approval of an authorised delegate (as per T&E Policy).

Class of Travel - All travel is to be economy class; any other class of travel (e.g. premium economy, business, and first class) may only be booked with the written approval of an authorised delegate (as per T&E Policy).

Logging into Fraedom

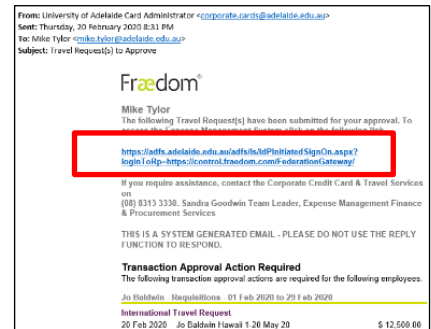
Once a travel requisition is submitted for your approval, you will be able to view and approve the requisition immediately. There are three options to access Fraedom.

1. Click on the link in the notification email, it will take you to the requisition approval page.

NOTE: the notification email is only sent (overnight) once a requisition is pending approval. However, you do not need to wait for this email.

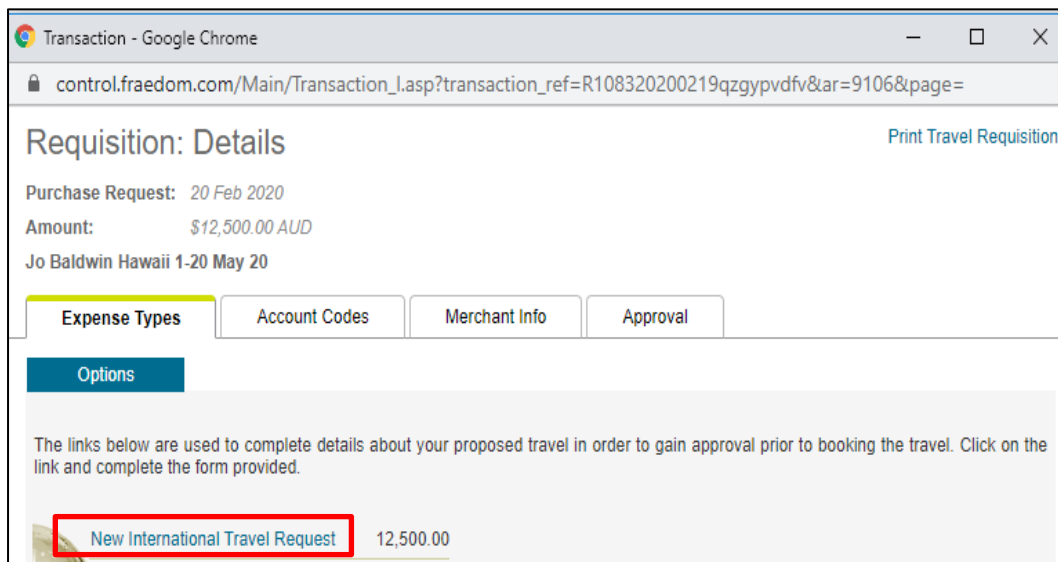
2. Click on the Expense Management tile within PeopleSoft Finance

3. On the Finance & Procurement website, click on the blue Fraedom button



Procedure

1. Read and click "Accept" to the terms and conditions on the Fraedom log in page.
2. Click on the Approval Required link near the bottom of the page and you will be presented with items requiring your attention. From there click on the name of the item requiring attention and then on the ✓ icon, this will take you into the requisition details screens.
3. On the **Expense type** tab
 - a. Click on the New International Travel Request link



- b. This will open up the requisition details page. You will need to review all sections on the form to ensure they are reasonable and within University policy.

Requisition: Details Print Travel Requisition

Purchase Request: 20 Feb 2020
Amount: \$12,500.00 AUD
Jo Baldwin Hawaii 1-20 May 20

Expense Types
Account Codes
Merchant Info
Approval

Options
Itinerary

Policy Checklist

When completing this requisition the traveller is required to:

- review the University's [Travel Insurance Guide](#)
- agree to submit a [Travel Diary](#) for all international travel
- review the [Private Travel Guidelines](#)
- if the [DFAT](#) travel advice is level 3 or level 4 complete the high risk [Approval Form](#)

International Travel Requisition

| | | | |
|-------------------|------------------------------------|--|------------------------------------|
| Request Status | * New Travel ▼ | Requested By | * Jo Baldwin |
| Traveller Name | * Jo Baldwin | Traveller Type | * Staff Member ▼ |
| Faculty/Division | * Services and Resources | School/Branch | * Procurement Services |
| Travelling From | * Adelaide | Travelling To | * Hawaii |
| Departure Date | * 01 May 2020 <input type="text"/> | Return Date | * 20 May 2020 <input type="text"/> |
| Passport Number | 123546789 | Passport Expiry | 01/01/2021 |
| Passport Country | Australia | Frequent Flyer Number | <input type="text"/> |
| Reason for Travel | * Field Trip ▼ | TMC Booking Reference | <input type="text"/> |
| Department Id | * 123 | Highest trip DFAT level is | * L1 Normal precautions ▼ |
| Project Code | * 12345678 | | |

| | |
|----------------------------------|---|
| Policy Check List | If the DFAT level is 3 or 4, an approved Request for Approval to a High Risk Destination must be attached. |
| International Travel Requisition | <ul style="list-style-type: none"> Departure dates – do they correspond with the reason for travel? Class of airfare – it should be economy unless otherwise approved. If the dates of the flights don't align with the accommodation or rental car - this may indicate private travel is involved. Review budgeted costs and total trip expenditure – is this in line with expectations? Is there enough funds in the project to cover the trip? If using grant funding money, is travel costs permitted within contract agreement? |

4. Click on the **Account Codes** tab

- a. Review dept. and project code for correctness (Optional)
- b. Click on the View Receipts link paper clip icon to view supporting documentation e.g. conference registration, letters of invitation, high risk form, higher fare class approval.

Requisition: Details Print Travel Requisition

Purchase Request: 20 Feb 2020
 Amount: \$12,500.00 AUD
 Jo Baldwin Hawaii 1-20 May 20

Expense Types | **Account Codes** | Merchant Info | Approval

| Line | Bus Unit | Account | Dept ID | Project | Amount Incl | Tax | Code |
|--------|--|-------------------------------------|-----------------------------|-----------------------------------|-------------|------|----------|
| Line 1 | New International Travel Request - Airfares UNIAD Adelaide University | 2784 Airfares International | 806 Procurement Services | 15017100 Strategic Procurement | 6,000.00 | 0.00 | GST EXCL |
| Line 2 | New International Travel Request - Accommodation UNIAD Adelaide University | 2782 Accommodation & Meals Inter | 806 Procurement Services | 15017100 Strategic Procurement | 3,000.00 | 0.00 | GST EXCL |
| Line 3 | New International Travel Request - Meals UNIAD Adelaide University | 2782 Accommodation & Meals Inter | 806 Procurement Services | 15017100 Strategic Procurement | 2,000.00 | 0.00 | GST EXCL |
| Line 4 | New International Travel Request - Field Trips UNIAD Adelaide University | 2791 Field Trips | 806 Procurement Services | 15017100 Strategic Procurement | 1,000.00 | 0.00 | GST EXCL |
| Line 5 | New International Travel Request - Taxis Parking Tolls UNIAD Adelaide University | 2785 Taxi Vehicle Hire & Parking | 806 Procurement Services | 15017100 Strategic Procurement | 500.00 | 0.00 | GST EXCL |

Merchant/Description: Jo Baldwin Hawaii 1-20 May 20

Reason for Expense (Mandatory) - Please exclude any special characters.
Field trip

[View Receipts](#)

Close

5. Click on the **Approvals** tab

- a. Review any card holder comments.
- b. Action as required by clicking on the relevant radio button:
 - Information Required – to request more information, enter in a comment in the Approver Comments box and click Information Required.
 - If satisfied with the request, click Approved.
 - If you decline the request, enter a reason in the Approver Comments box and click Declined.

Requisition: Details Print Travel Requisition

Purchase Request: 20 Feb 2020
 Amount: \$12,500.00 AUD
 Jo Baldwin Hawaii 1-20 May 20

Expense Types | Account Codes | Merchant Info | **Approval**

Approval Required International Travel Request

International Travel Request

Cardholder Comments

Approver Comments

Information Required
 Approval Required
 Approved
 Declined

Close Save

- c. Click Save. An email notification will be sent to the account holder.

Need help?

If you need any assistance, contact Finance & Procurement Services on +61 8 8313 3330 or corporate.cards@adelaide.edu.au