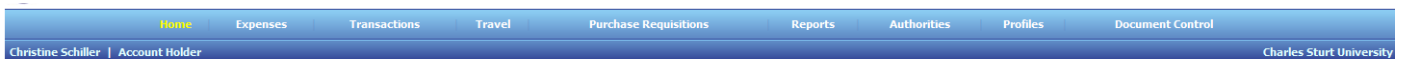


# ProMaster Online Travel Planner - Basic User Manual



## Outstanding Tasks

11 Review Travel

## New Actions

- Create Purchase Requisition (PR)
- Create Expense Claim
- Create Travel Plan

## Transaction Count for you as Account Holder

0	2	0	0	0	0	79	0	0	0	0	0	0	16	0	0	0	0
Disputed	Dispute Resolved	Waiting Accountholder	Waiting Approval	Pending GL Post	Waiting GL Post	Posted	Draft Travel	Review Travel	Unapproved Travel	Escalated Unapproved Travel	Approved Travel	Cancelled Travel	Completed Travel	Draft PRs	Waiting PR Approval	Posted PRs	Approved PRs



ProMaster is a sophisticated expense management and Travel Planning tool software solution that Charles Sturt University has selected to meet its Travel Card and Travel Planning management needs.

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## Who Do I Contact With My Questions?

For any issues with the Online Travel Planner please, in the first instance, email:

[travelcard@csu.edu.au](mailto:travelcard@csu.edu.au)

For further information on the Travel Planner please contact:

34488 Chris Schiller

32273 Paul McLeod

***Please note:*** *The system is only accessible for CSU Staff who are in the HR Alesco System.*

*For guests and students please use the paper travel authority/ order and have this approved via the appropriate Approver.*

# How Do I Log into ProMaster?

Your ProMaster Log on and password is synchronised to your CSU Log on – that is, it is the same.

Click on the hyperlink [<http://www.csu.edu.au/division/finserv/promaster/>] and you will be taken directly into ProMaster logon screen. Once you are on this screen click on the link and it will take you directly to ProMaster (you may have to type in your CSU log in and password again – if required)

CSU HOME CSU NEWS LIBRARY FOR STAFF MY CSU CONTACT CSU

Division of Finance CHARLES STURT UNIVERSITY

**ProMaster - Expense Management**

ProMaster is a sophisticated expense management software solution that Charles Sturt University has selected to meet its expense management needs.

[LOGIN TO PROMASTER](#)

**External Network Access**

Staff accessing ProMaster from outside the CSU network that being home access, locations that do not access CSU network or when using the netdirect feature will have to provide their CSU username and password. You are required to qualify your username by including the CSUMAIN domain as shown in the screen shot below of the login dialog. Please note that you must use capitals followed by the 'back slash' located above the 'enter' key.

If you are trying to connect on another network {at home, motel, etc} you may need to add "CSUMAIN\" before your log in/username in the User name field  
E.g. CSUMAIN\xsmith [see below]. Your password will be the same as you use to log into the CSU Network.



## ProMaster Activation Instructions – New Users ONLY

To allow you to claim “Out of Pocket” expenses, or access the Online Travel Planner in ProMaster, you must firstly have an ‘active’ account within the system. Therefore if you have never used ProMaster before you MUST complete the short activation process to allow you access.

Please enter the below URL in to your browser;

<https://secure.inlogik.com/pmx-csu/pm/base/logon.asp>

Click on the “**Activate User Account**” as displayed below. (Do not enter your User ID or Password until prompted). Once you have completed this you will be emailed an “**activation code**”. This must be entered in to ProMaster, as prompted, within 4 hours. You will then be required to enter your CSU “User Name” and a “Password”. (We would suggest that you use your current CSU Password.)



The screenshot shows a web form titled "Please enter User ID and Password". It contains two input fields: "User ID" and "Password". To the right of the "Password" field is a red "Logon" button. Below the input fields is a blue link labeled "Forgot Password?". At the bottom of the form, there is a blue link labeled "Activate User Account", which is highlighted with a red rectangular border.



























As we have a “Single Sign On” you will only be required to do this once ever. The Activation link should ONLY be used for this activation process, after which you must logon to ProMaster through the normal link. The link to this is displayed below and is also available via the Travel Web Page.

**Ongoing ProMaster link (which should be saved to your “Favourites”;**

<http://www.csu.edu.au/division/finserv/promaster/>

Should you encounter any problems please do not hesitate to contact us on either email; [travelcard@csu.edu.au](mailto:travelcard@csu.edu.au) of phone; 34488

# What Do All The Icons Mean In ProMaster?




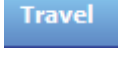



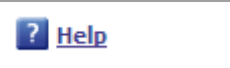
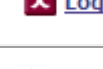


	Identifier to advise a Visa card was used for this transaction. Either Purchase Card or Travel Card.
	Saved transaction waiting to be submitted.
	Verify or Reconcile a Transaction.
	View Transaction/Expense Details in full. View Travel Plan Details
	Dispute Transaction.
	Edit Transaction details.
	Delete (a Visa Card transaction cannot be deleted)
	Waiting Accountholder (Transactions) – Number of Credit Card transactions that are waiting for the Cardholder to reconcile. Waiting Accountholder (Expenses) – Number of Credit Card transactions that have been “saved” and still need to be “submitted”
	Waiting Approval – Number of Transactions that have moved onto the Approver for their review and action.
	Waiting GL Post – Number of Transactions that have been Approved but have not been exported to the Banner General Ledger.
	Posted – Number of Transactions that have been Approved and have been Posted to Banner and the expense will appear in the appropriate Budget.
	Disputed – Number of Transactions that are being disputed with the Bank.
	Dispute Resolved – Number of Disputes that have now been resolved.
	Draft Travel – Number of Travel Plans that have been created and “saved” not “submitted” or sent back from an Approver for query.
	Compliance Review – Part of the workflow into Finance (if required) e.g. Approval for Private Vehicle.
	Review Travel – Allows the Travel Coordinator/ Administrator to be alerted that travel is now Approved and ready to be booked.
	Unapproved travel – Travel that is awaiting Approval from a Supervisor.
	Management Approval – Can accommodate an additional Approval for other Supervisors, if required.
	Executive Review – For the purposes of Approving International Travel at a higher level than normal e.g. Deans etc.
	Approved Travel – Travel Plan has been Approved.
	Completed Travel – Travel has been completed and the Plan has been reconciled.
	Cancelled Travel – Travel Plan has been cancelled prior to any financial transactions being attached.
	Archived Travel – Travel plan has been fully reconciled and has now been “finalised”
	Attach all relevant documentation e.g. Tax invoices, Receipts etc.
	Additional information is required as prompted.
	Log out

# What Is The Home Page?

After logging on to ProMaster, the Home Page appears. Information presented or functions available differ depending on your access rights as a user.

## Menu Tabs

Displayed on the top of every page to allow single-click access to expenses, transactions, reports, authorities, profile details, the online help and logging off.

Click	To
	Open the Home Page.
	Open the Expense Search page. Visible only if the user has Accounts or is eligible to view expenses. Enterprise Controller only able to view expense details.
	Open the Transaction Search page. Account Holder able to administer transactions. Enterprise Controller only able to view transaction details.
	Opens the area to either Create travel plans or conduct Searches on Travel Plans
	Open the Transactions by User report page. User able to generate several reports including exporting data to Excel.
	Open the User Authorities page. User able to change their authority or assign their authority to others.
	Open the Profile Detail page.
	Open the Document Control page. Account Holder able to manage expense documentation. (currently not in use)
	Open the help to provide even more detailed assistance.
	Log the user out of ProMaster.
	Provides quick access to any relevant forms e.g. Lost Receipt Declaration etc.

## Authorities

**Account Holder:** Can be either an Account Holder/Traveller. You do not necessarily have to hold a Corporate Card to be an account holder or Traveller.

**Travel Coordinator:** Can make Travel Plans & Bookings on behalf of other Staff.

**Travel Administrator:** Can Make Travel Plans & Bookings on behalf of other staff, but can also Review/Submit to Supervisors as part of the workflow process.

**Supervisor:** Will Approve Travel Plans and other transactions in accordance with the Delegations Authorities.

**Management Review:** An additional Approver role within the workflow.

**Executive Review:** An additional Approver role within the workflow.

# What is “Create Travel Plan”

## What is a Travel Plan?

---

### **New Actions**

---

 [Create Purchase Requisition \(PR\)](#)

 [Create Expense Claim](#)

 [Create Travel Plan](#)

A Travel Plan is where all the travel components and estimated expenditure is detailed in preparation for pre approval. This would include same day flights and overnight travel with accommodation, car hire and other travel expenditure.

A series of “tabs” are required to be completed relevant to your travel and inclusions e.g. Itinerary, Air Travel, Rail/ Ferry, Accommodation, Vehicle, Allowances, Incidental Travel Expenses, GL Cost Coding, Travel Diary & Compliance.

Click on this Link:-

 [Create Travel Plan](#)

to commence the creation of the travel plan.



# How Do I Create A Travel Plan?

PROMASTER Create Travel Plan

Home Expenses Transactions **Travel** Purchase Requisitions Reports Authorities Profiles

Christine Schiller | Account Holder

Travel Plan

Trip Number: new

Reason for Travel & Private Vehicle Rqst: [Text Area]

Allowances?: Allowances

Travel Type: Return

Departing From: Home

Total Estimate: 0.00

Line	Travel By	Depart	Arrive	Depart Date & Time	Arrive Date & Time	GL Cost Coding
1	Air	WGA		06-01-2015 07:00	06-01-2015 07:00	
2	Air		WGA	06-01-2015 07:00	06-01-2015 07:00	

Buttons: Prev, Next, Add Item, Refresh, Save, Submit, Cancel

Total Estimate will calculate automatically as you enter the travel details after the itinerary has been created.

**Reason For Travel:** This is a brief summary of the trip, including all key details of the trip, for example; Attending a conference, fieldwork, meetings on Dubbo Campus etc. As much relevant information including destinations should be included for your Approver.

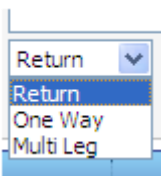
Note: it is a **new** itinerary and will only allocate the Trip Number when it is “saved” or “submitted”.

**Allowances:** In this area it will default to “Allowances”. This is set in accordance with the Travel Policy.

Receipts/Tax Invoices must be attached to your Travel Plan when travelling.

Allowances are for overnight trips or where the time of travel exceeds 10 hours and are pre-determined as per the Travel Policy. They can be paid into the traveller’s bank account 3 days prior to the trip or claimed upon the travelers return.

**Travel Type:** This is for One-Way journeys, Return journeys or Multi-Legs. Please select from the drop down box the relevant choice for your travel.



(An example of a Multi-Leg is: Wagga Wagga, Sydney, Bathurst, Dubbo returning to Wagga Wagga). This would be 4 legs.

PROMASTER Create Travel Plan

Home Expenses Transactions **Travel** Purchase Requisitions Reports Authorities Profiles

Christine Schiller | Account Holder

Travel Plan

Trip Number: new

Reason for Travel & Private Vehicle Rqst: [Text Area]

Allowances?: Allowances

Travel Type: Return

Departing From: Home

Total Estimate: 0.00

Line	Travel By	Depart	Arrive	Depart Date & Time	Arrive Date & Time	Notes	Delete?
1	Air	WGA		06-01-2015 07:00	06-01-2015 07:00		<input type="checkbox"/>
2	Air		WGA	06-01-2015 07:00	06-01-2015 07:00		<input type="checkbox"/>

Buttons: Prev, Next, Add Item, Refresh, Save, Submit, Cancel

# How Do I Create A Travel Plan?

**Departing From:** Choose from either Home or Work. Home assists with the calculation of meal allowances when travelling to meet a flight. The system will recognise that you will need to leave home a sufficient amount of time before the flight and calculate meals accordingly. As Travel Co-Ordinators, Travel Administrators and Travelers be aware of the departure and return times as additional meals maybe appropriate. Check with the Travel policy for confirmation.

Departing from work is for any CSU Location

**Travel By:** This is a drop down box determining the mode of transport – Air, Rail/ Ferry (long distance rail/ ferry V-Line and Countrylink), Vehicle (Car Hire, CSU Car Pool, Private Vehicle)

## Depart/Arrive - Depart Date & Time - Arrive Date & Time:

Itinerary	Air Travel	Rail/Ferry	Accommodation	Vehicle	Incidental travel	GL Cost Coding	Travel Diary	Compliance
Line	Travel By	Depart	Arrive	Depart Date & Time	Arrive Date & Time	Notes	Delete?	
1	Air	WGA		15-09-2011 07:00	15-09-2011 07:00		<input type="checkbox"/>	
2	Air		WGA	15-09-2011 07:00	15-09-2011 07:00		<input type="checkbox"/>	

**Depart:** The system will default your “home” campus but this can be changed by selecting the location on the right hand side.

**Arrive:** Use the locations from the selection on the right hand side. If your destination is not there either use “Other Destinations” (Use the “Search” box and search “Other”) or advise the Travel Office and the town/city can be added to the database. If you use “Other Destinations” then ensure that the name of the destination is in the “Notes” area.

**Depart Date & Time:** Use the calendar and times provided on the right hand side. The times are available in hourly, half hourly or 15 minute intervals. Choose a time that is closest to your estimated departure time.

**Arrival Date & Time:** Use the calendar and times provided on the right hand side. The times are available in hourly, half hourly or 15 minute intervals. Choose a time that is closest to your estimated arrival time.

For key destinations a value may be pre-populated to assist with this process, this is an approximate time only.

**Notes:** Information for a Travel Coordinator or Travel Administrator, Approver Etc

## How Do I Create A Travel Plan?

**Delete:** Tick Box and “Refresh” to delete an unwanted leg.

You will need to complete details for line two as it is automatically generated and may need to be changed

**TIP: Do not create your own 3 digit code for departure/arrival points. This is directly linked to airport codes. You could be unintentionally using an International Airport Code for a domestic location.**

# How Do I Add Air Travel?

Line	Itinerary	Airline	Class	Estimate	Notes	Delete?
1	Leg 1 - WGA to BHS	QF	QF	0.00		<input type="checkbox"/>
2	Leg 2 - BHS to WGA	ZL	ZL	0.00		<input type="checkbox"/>

Click on the “Air Travel” Tab

The Itinerary is pre-populated from the previous screen determined by the “legs” for each part of the journey.

**Airline:** Click on the Button Add Item 

The choices are as follows;

**Best Fare of the Day (BF):** Best airfare on the day for your travel requirements, date & time etc. A value must be entered in the “Estimate”.

**Jetstar, Qantas, REX, and Virgin Blue:** Alternatively choose the domestic airline that you think you may travel with and enter a dollar value in to the “Estimate” box.

**Class:** Defaults from previous choice for “BF”  
Airlines require a selection from the menu on the right hand side

**Estimate:** “BF” Enter the one way airfare for each leg.  
If you have determined a return airfare from a web site you must halve the amount for each leg i.e. put each half of the journey against each leg.

For airlines you must enter the one way airfare for this leg.  
Please repeat this process for each Leg of the journey.  
Remember to add extra in the airfare cost to cover for the booking fee charged.

**Notes** – This is any relevant information that might be useful to the Travel Coordinator, Travel Administrator and/or Supervisor.

# How Do I Add Rail & Ferry?

The screenshot shows the 'Travel Plan' interface. At the top, there's a header 'Travel Plan'. Below it, there are several input fields: 'Trip Number' (new), 'Reason for Travel & Private Vehicle Rqst' (Attend Training in Bathurst), 'Travel Type' (Return), and 'Departing From' (Hornby). A 'Total Estimate' of 0.00 is displayed. A navigation bar at the bottom of the form has tabs for 'Itinerary', 'Air Travel', 'Rail/Ferry' (highlighted in red), 'Accommodation', 'Vehicle', 'Allowances', 'Incidental travel expenses', 'Gt. Cost Coding', 'Travel Diary', and 'Compliance'. Below the navigation bar is a table with columns: Line, Itinerary, Carrier, Class, Estimate, Notes, and Delete?. The first row shows '1' in the Line column and 'Leg 1 - WGA to R...' in the Itinerary column. Below the table are buttons: 'Prev', 'Next', 'Add Item' (highlighted in red), 'Refresh', 'Save', 'Submit', and 'Cancel'. On the right side, a dropdown menu titled 'Rail/Ferry S...' is open, listing various services: 'Rail/Ferry', 'Bathurst Bullit', 'Blue Mountains Rail Services', 'City Rail (Country Services Only)', 'City Rail (Metropolitan Services)', 'Countrylink', 'Ferry Services', 'Inter-Island Ferry', 'Kiwi Rail', 'Spirit of Tasmania', and 'V Line (Victoria)'. The 'Rail/Ferry' option is circled in red.

**CLICK ON THE ADD ITEM BUTTON**

This tab is for rail travel e.g. Country Link or V-Line

**Itinerary** - Pre populated from previous screen

**Carrier** – Select from the Menu (RHS)

**Class** – Select from Menu (RHS), Economy, First Class

**Estimate** – Add the one-way value of the rail journey as per the leg. For return journeys a value must be entered for each leg i.e. use the “Add Item” to add an additional leg.

**Notes** – This is any relevant information that might be useful to the Travel Coordinator, Travel Administrator and/or Supervisor

# How Do I Add Accommodation?

The screenshot shows the 'Travel Plan' software interface. The 'Accommodation' tab is selected. The main table has columns: Line, Itinerary, Location (Do not use except in Travel Planning), Hotel, Room, Date In, Date Out, Nights, Rate, Amount, Notes, and Delete?. The first row shows 'Leg 1 - WGA to BHS' with 'Bathurst' as the location, 'Standard Room' as the room type, dates '06-01-2015' to '08-01-2015', and 2 nights. A red circle highlights the 'Add Item' button in the bottom toolbar. Another red circle highlights a list of accommodation options on the right-hand side, including 'A Winter Rose Cottage', 'Bathurst Heights B&B', 'Ben Chifley Motor Inn', 'Charlton Apartments', 'Coachman's Inn Motel', 'Country Comfort Bathurst', 'CPD Bathurst', 'Governor Macquarie Motor Inn', 'Heritage Motor Inn Bathurst', 'Quality Hotel Bathurst', 'Rydges Mt Panorama Bathurst', and 'Upper Limit Bathurst'.

## CLICK ON THE ADD ITEM BUTTON

**Location** - Select from the menu (RHS) only. Location relevant to the leg that is pre-populated from the Itinerary.

When travelling to locations that are not commonly visited please use "other destinations" and in the notes area advise where you are going.

If it is a destination that should be added please contact the Travel office for updating.

**Hotel** - Select from the menu (RHS), or type the name of the Motel manually if your preferred motel is not there. Alternatively select "Upper Limit" to pre-populate the value equivalent to the CSU Upper Limit for this location. This should be used for planning purposes only.

**Room** - will default for pre selected hotels. For manually entered motels a selection is required, e.g. Standard, Executive etc.

**Date In** - Pre Populated from itinerary, however this can be changed using the calendar

**Date Out** - Pre Populated from itinerary; however this can be changed using the calendar

The number of Nights is calculated automatically from itinerary, or from the Date In/Date Out

**Rate** - This is also Pre populated for selected Motels ***BASED ON THE GOVERNMENT RATE, IS AN ESTIMATE ONLY.*** A value must be entered for accommodation other than pre selected i.e. if you manually enter the name of a motel you must also enter a value.

**Notes** - This is any relevant information that might be useful to the Travel Coordinator, Travel Administrator and/or Supervisor

**NB:** Should you require any motels to be included in the database then please contact the Travel Office for these to be added, conversely if there is accommodation that is not to standard the Travel Office also needs to know so we can remove the motel from the database.

Email: [travelcard@csu.edu.au](mailto:travelcard@csu.edu.au)

# How Do I Add A Vehicle?

## CSU CAR POOL ONLY

**Itinerary** - is populated from the itinerary tab

**Pick up/Return** - is populated from the itinerary tab

**Date** - is populated from the itinerary tab. This can be changed using the calendar to reflect an earlier pick up time (primarily if picking up the NIGHT before) also this would apply if a next day drop off is required due to a late return.

**Time** - is populated from the itinerary tab; however it should reflect the actual pick up time from the Transport location. Likewise the drop off time should be the estimated time of arrival back at the Transport location.

Car Provider (defaults location of your campus) but you need to select from the RHS the Car provider details

**Class** - Select relevant car from RHS for your travel purpose. NB: the selection of a car is merely a request. Transport reserve the right to allocate cars appropriately and therefore your first choice may not be the car reserved for you.

**NB: 4WD's require a reason why in the notes area on this screen i.e. why do you need a 4WD?**

# CSU CAR POOL ONLY (CONT)

**Qty** - Qty = Km's. An estimate of the kms is populated from the Itinerary but can be changed by tabbing through. These values have been calculated on a way basis with an allowance for some additional kms.

The Kms must be halved for each leg of the journey and the information in the top line needs to be repeated for the return leg.

i.e. total kms 500km, therefore enter 250km in each leg.

**Do not total the kms on the first line, and leave the second line incomplete.**

**Rate** – Predetermined by the choice of CSU vehicle.

**Extras** - As advised by Transport e.g. trailer

**Amount** - Calculated automatically from Km's e.g. (Qty) x (Rate) = (Amount)

**Notes** - Advise Transport of any special requirements e.g. tow bar, trailer, 4wd etc

***Please remember the fundamental difference between the calculation of the CSU Pool Vehicle/ Novated Leases and Private Car Use and the Rental Cars (Avis, Budget Etc) is that the first three types calculate the usage on KM's while the Rental Cars calculate usage on a Daily Rate.***

**NB:** When the Travel Plan has been “Submitted” an email will be generated to the relevant Transport Office. This email will forward all of the information required to make your CSU Car Pool booking. However if your plans change or are cancelled then any further correspondence to Transport **MUST** be via email or telephone.

If Transport is unable to confirm a vehicle then you **MUST** amend your Travel Plan to reflect this changing the “Car Provider” to either a “Private Vehicle” or Car Rental, whichever is applicable.



# PRIVATE VEHICLE inc NOVATED LEASES

Departing From  Total Estimate **204.00**

Itinerary	Air Travel	Rail/Ferry	Accommodation	Vehicle	Incidental travel	GL Cost Coding	Travel Diary	Compliance	-		
Line	Itinerary	Pickup/Return	Date	Time	Car Provider	Class	Qty	Rate	Extras	Amount	Notes
1	Leg 1 - WGA to BHS	WaggaWagga New Sout	23-07-2011	07:00	PRIVATE VEHI	Private Vehicle	340.00	0.30	0.00	102.00	
		Bathurst New South Wal	23-07-2011	11:30	Travelling With P McLeod						
2	Leg 2 - BHS to WGA	Bathurst New South Wal	24-07-2011	11:30	PRIVATE VEHI	Private Vehicle	340.00	0.30	0.00	102.00	
		WaggaWagga New Sout	24-07-2011	16:00	Travelling With P McLeod						

**Itinerary**  
**Pick Up/ Return**  
**Date/ Time**

} Pre-populate from Itinerary tab.

**Car Provider** - Select "Private Vehicle" from Menu RHS

**Class** - Select either Private Vehicle klm reimbursement **OR** No Cost to CSU for use of Private Vehicle from Menu RHS

**Qty** - Qty = Km's. An estimate of the kms is populated from the Itinerary but can be changed by tabbing through. These values have been calculated on a way basis with an allowance for some additional kms.

**Rate** - Private Km's rate is as per Charles Sturt University Policy.

**Extras** - Not Applicable (N/A)

**Amount** - Calculated automatically from Km's e.g. (Qty) x (Rate) = (Amount)

**Notes** - Reason for taking Private Vehicle is required and still must be approved by the Travel Manager **unless** you hold a standing approval with the Travel Office.

**NB:** On submission of the Travel Plan/ Same Day Travel this will drop in to a "Compliance" workflow in the Travel Office for approval, unless the standing approval is held.

**Please remember the fundamental difference between the calculation of the CSU Pool Vehicle/ Novated Leases and Private Car Use and the Rental Cars (Avis, Budget Etc) is that the first three types calculate the usage on KM's while the Rental Cars calculate usage on a Daily Rate.**

# Passenger In A CSU Car Pool Vehicle?

In the event you are going to be travelling with another CSU Staff Member(s), you will need to collaborate with the other passengers and ensure that only **one person** has requested the CSU Car Pool Vehicle in accordance with the instructions as outlined on pages 14-15.

If you are the passenger you are required to select "Vehicle" in the Itinerary section of the Travel Plan.

It is good practice to identify in the "Reason for Travel" box with who you are travelling with.

**Travel Plan**

Trip Number: new

Reason for Travel & Private Vehicle Request: Attend Training in Bathurst - travelling with P McLeod. He has organised car.

Allowances?: Allowances

Travel Type: Return

Departing From: Home

Total Estimate: 0.00

Line	Travel By	Depart	Arrive	Depart Date & Time	Arrive Date & Time	Notes	Delete?
1	Vehicle	WGA	BHS	06-01-2015 07:00	06-01-2015 11:30		<input type="checkbox"/>
2	Vehicle	BHS	WGA	08-01-2015 11:30	08-01-2015 18:00		<input type="checkbox"/>

Buttons: Prev, Next, Add Item, Refresh, Save, Submit, Cancel

**Travel Plan**

Trip Number: new

Reason for Travel & Private Vehicle Request: Attend Training in Bathurst - travelling with P McLeod. He has organised car.

Allowances?: Allowances

Travel Type: Return

Departing From: Home

Total Estimate: 0.00

Line	Itinerary	Pickup/Return	Date	Time	Car Provider	Class	Qty	Rate	Extras	Amount	Notes	Delete?
1	Leg 1 - WGA to BHS	WaggaWagga New South	06-01-2015	07:00			0	0.00	0.00	0.00		<input type="checkbox"/>
		Bathurst New South Wale	06-01-2015	11:30	Travelling With							
2	Leg 2 - BHS to WGA	Bathurst New South Wale	08-01-2015	11:30			0	0.00	0.00	0.00		<input type="checkbox"/>
		WaggaWagga New South	08-01-2015	18:00	Travelling With							

Buttons: Prev, Next, Add Item, Refresh, Save, Submit, Cancel

**Vehicle Companies**

Company

- Apple City Tours
- Australia Wide Coaches
- AVIS - Domestic Australia & NZ Only
- Budget Car Rental - Domestic Australia & NZ O
- Car Pool Goulburn
- Car Pool Unit at Albury Campus
- Car Pool Unit at Bathurst Campus
- Car Pool Unit at Dubbo Campus
- Car Pool Unit at Orange Campus
- Car Pool Unit at Port Macquarie Campus
- Car Pool Unit at Wagga Campus
- Country Link Coach Service
- CSU Services Department vehicle
- Dysons Group of Companies (Coaches)
- Hertz Car Rental - Domestic Aust & NZ Only
- Makehams Buses Wagga Wagga
- Martins Bus's Albury
- Passenger Travelling With Other Staff in Vehicle Pre-Allocated CSU Car (Not Salary Packaged)
- Priest's Buses
- Private Vehicle Usage - needs Approval
- Salary Packaged Vehicle - no km cost
- Thrifty Car Rental - Domestic Australia & NZ O

It should also be noted in the "Travelling With". (multiple travellers can be added)

Since the vehicle expenses are allocated to the CSU Car Booker, then as a passenger you only need to add your other expenses, **i.e add accommodation, incidentals, allowances etc whichever is relevant to your travel.**

**There is no requirement to select the Vehicle Provider but instead you will select "Passenger Travelling with Other staff in Vehicle" from the selection on the RHS – ensure there is no costing**

Repeat this information for Leg 2 of the vehicle tab.

# COMMERCIAL CAR & BUS RENTALS

Travel Plan

Trip Number: new

Reason for Travel & Private Vehicle Rqst: Attend Training in Bathurst

Allowances?: Allowances

Travel Type: Return

Departing From: Home

Total Estimate: **200.00**

Itinerary | Air Travel | Rail/Ferry | Accommodation | Vehicle | Allowances | Incidental travel expenses | GL Cost Coding | Travel Diary | Compliance

Line	Itinerary	Pickup/Return	Date	Time	Car Provider	Class	Qty	Rate	Extras	Amount	Notes	Delete?
1	Leg 1 - WGA to BHS	WaggaWagga New South	06-01-2015	07:00	AVIS	Compact	1	100.00	0.00	100.00		
		Bathurst New South Wale	06-01-2015	11:30	Travelling With P McLeod							
2	Leg 2 - BHS to WGA	Bathurst New South Wale	08-01-2015	11:30	AVIS	Compact	1	100.00	0.00	100.00		
		WaggaWagga New South	08-01-2015	18:00	Travelling With P McLeod							

Prev Next Add Item Refresh Save Submit Cancel

## Itinerary

**Pick Up/ Return**      **Pre-populate from Itinerary tab.**  
**Date/ Time**

**Car Provider** - Car Rental provider from menu RHS

i.e. Avis, Budget, Hertz, Thrifty and for Buses  
 Makehams, Martins and Priests

**Class** - Select relevant vehicle type from the menu on the RHS

**Qty** - Qty = Days. For commercial Car and Bus Hire the Qty is the number of days that the rental is over. (i.e. 24 hour periods) This is determined by the Dates and Times from the itinerary.

**Rate** - Enter the estimated cost of the rental for each day in each leg.

E.g. If the total cost you have been quoted is \$200.00 you will need to divide this amount by 2 and populate the \$100.00 in each of the "amount" boxes for each leg. You may want to estimate more since rental companies have "add ons" eg insurance.

**Extras** - GPS, one way fees etc as advised by the Rental Company

**Notes** - This is any relevant information that might be useful to the Travel Coordinator, Travel Administrator and/or Supervisor

# How Do I Manage Meal Allowances?

Meal Allowances have three different types.

## Type 1:-

### Day Trip under 10 Hours.

In accordance with the travel policy there is **NO** provision for meals.

## Type 2:-

### Day Trip over 10 Hours.

In accordance with the travel policy there has been provision made for an allowance of \$60.00.

No Receipts required.

This can be paid into your bank account prior to travel or claimed upon your return, taking into account any meals provided.

## Type 3:-

### Overnight Trip.

In accordance with the travel policy a meal allowance will be paid either prior to travel or claimed upon the travelers return. It is a calculated amount work from the times in the itinerary.

## Lets view how to manage a Day Trip over 10 Hours

**Travel Plan**

Trip Number: new  
Reason for Travel & Private Vehicle Rqst: Attend Training in Sydney  
Travel Type: Return  
Departing From: Home  
Total Estimate: 0.00

**Allowances?** Allowances

Line	Travel By	Depart	Arrive	Depart Date & Time	Arrive Date & Time	Notes	Delete?
1	Air	WGA	BHS	06-01-2015 06:30	06-01-2015 11:00		<input type="checkbox"/>
2	Air	BHS	WGA	06-01-2015 18:00	06-01-2015 22:30		<input type="checkbox"/>

Buttons: Prev, Next, Add Item, Refresh, Save, Submit, Cancel

In this example the trip is single day travel, and over 10 hours. The system in the allowances tab will calculate your meal claim.

Click on the Add Item Button

Add Item

Your screen should look like this. You will need to click in the Allowance Type box to display the "Single Day Meal Allowance > 10 Hours" link on the RHS

**Travel Plan**

Trip Number: new  
Reason for Travel & Private Vehicle Rqst: Attend Training in Sydney  
Travel Type: Return  
Departing From: Home  
Total Estimate: 0.00

**Allowances?** Allowances

Line	Allowance Type	Amount	Pay Pre-Travel?	Delete?
Meals		0.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Buttons: Prev, Next, Show Breakdown, Refresh, Save, Submit, Cancel

**Travel Allowances**

- DO NOT USE
- DO NOT USE
- DO NOT USE
- DO NOT USE B
- DO NOT USE D
- DO NOT USE L
- OVERNIGHT MEAL ALLOWANCE ONLY
- SINGLE DAY MEAL ALLOWANCE > 10 HOURS

# How Do I Manage Meal Allowances?

**Travel Plan**

Trip Number: new  
Reason for Travel & Private Vehicle Rqst: Attend Training in Sydney  
Allowances?: Allowances

Travel Type: Return  
Departing From: Home  
Total Estimate: 60.00

Itinerary | Air Travel | Rail/Ferry | Accommodation | Vehicle | **Allowances** | Incidental travel expenses | GL Cost Coding | Travel Diary | Compliance

Line	Allowance Type	Amount	Pay Pre-Travel?	Delete?
Meals	SGLDAYMEALS	60.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Prev Next Show Breakdown Refresh Save Submit Cancel

By selecting the Single Day Meal Allowance > 10 Hours the system will automatically calculate the full allowance of \$60.00, however if some meals are supplied, lunch for example you need to click on the "Show Breakdown Box" and click off the Lunch.

Show Breakdown

**Allowance Breakdown**

Day	Breakfast	Lunch	Dinner	Incidental travel expenses	Accommodation
06-01-2015	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		

Save

Then Click Save for the re-calculation to work.  
Your screen should now display to re-calculated amount

**Travel Plan**

Trip Number: new  
Reason for Travel & Private Vehicle Rqst: Attend Training in Sydney  
Allowances?: Allowances

Travel Type: Return  
Departing From: Home  
Total Estimate: 45.00

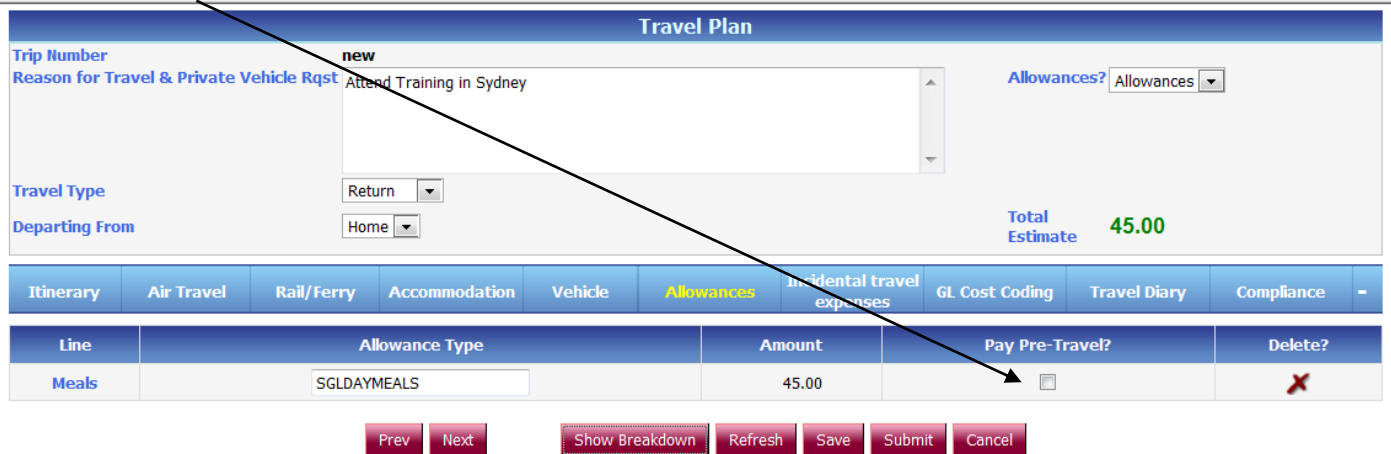
Itinerary | Air Travel | Rail/Ferry | Accommodation | Vehicle | **Allowances** | Incidental travel expenses | GL Cost Coding | Travel Diary | Compliance

Line	Allowance Type	Amount	Pay Pre-Travel?	Delete?
Meals	SGLDAYMEALS	45.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Prev Next Show Breakdown Refresh Save Submit Cancel

# How Do I Manage Meal Allowances?

If your allowance is to be paid prior to travel please click in the box under the heading "Pay Pre-Travel"



The screenshot shows a 'Travel Plan' interface. At the top, there are fields for 'Trip Number' (new), 'Reason for Travel & Private Vehicle Rqst' (Attend Training in Sydney), and 'Allowances?' (Allowances). Below these are 'Travel Type' (Return) and 'Departing From' (Home). A 'Total Estimate' of 45.00 is displayed. A navigation bar includes tabs for Itinerary, Air Travel, Rail/Ferry, Accommodation, Vehicle, Allowances, Incidental travel expenses, GL Cost Coding, Travel Diary, and Compliance. Below the navigation bar is a table with the following data:

Line	Allowance Type	Amount	Pay Pre-Travel?	Delete?
Meals	SGLDAYMEALS	45.00	<input type="checkbox"/>	X

At the bottom of the interface are buttons for 'Prev', 'Next', 'Show Breakdown', 'Refresh', 'Save', 'Submit', and 'Cancel'. An arrow from the text above points to the 'Pay Pre-Travel?' checkbox in the table.

If you are claiming your allowance after travel please refer to page 42 of this User Guide as to how to claim.

# How Do I Manage Meal Allowances? Cont

Lets view how to manage an Overnight Trip.

## Type 3:- Overnight Trip.

In accordance with the travel policy a meal allowance will be paid either prior to travel, or claimed upon the travelers return. It is a calculated amount worked from the times in the itinerary. Any adjustments for any meals provided by a third party eg conference organizers may provide a conference dinner must be removed from the show break down box and saved. The system will re-calculate the lesser amount.

Travel Plan

Trip Number: new  
Reason for Travel: attd training in Bathurst  
Travel Type: Return  
Departing From: Home  
Allowances?: Allowances  
Total Estimate: 224.40

Line	Itinerary	Date	Incidental travel expenses	Rate	Units	Amount	Notes	Delete?
1	Leg 1 - WGA to BHS	21-09-2011		0.00	1	0.00		<input type="checkbox"/>
2	Leg 1 - WGA to BHS	21-09-2011		0.00	1	0.00		<input type="checkbox"/>

Buttons: Prev, Next, Add Item, Refresh, Save, Submit, Cancel

When you choose the Allowances Tab, the screen will look like this.  
Click on the Add Item Button

Add Item

Select "Allowance Type".

Travel Plan

Trip Number: new  
Reason for Travel & Private Vehicle Rqst: Attend Training and Conference in Sydney  
Travel Type: Return  
Departing From: Home  
Allowances?: Allowances  
Total Estimate: 0.00

Line	Allowance Type	Amount	Pay Pre-Travel?	Delete?
Meals		0.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Buttons: Prev, Next, Show Breakdown, Refresh, Save, Submit, Cancel

Travel Allowances

- DO NOT USE
- DO NOT USE
- DO NOT USE
- DO NOT USE B
- DO NOT USE D
- DO NOT USE I
- OVERNIGHT MEAL ALLOWANCE ONLY
- SINGLE DAY MEAL ALLOWANCE > 10

The allowance type for overnight travel is "Overnight Meal Allowance Only"

It will populate with your meal allowance as per the times indicated on the Itinerary you have previously prepared.

# How Do I Manage Meal Allowances? Cont

**Travel Plan**

Trip Number: **new**

Reason for Travel & Private Vehicle Rqst: Attend Training and Conference in Sydney

Travel Type: Return

Departing From: Home

Allowances?: Allowances

Total Estimate: **245.00**

Itinerary | Air Travel | Rail/Ferry | Accommodation | Vehicle | **Allowances** | Incidental travel expenses | GL Cost Coding | Travel Diary | Compliance

Line	Allowance Type	Amount	Pay Pre-Travel?	Delete?
Meals	MEALALLOWANCE	245.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**Travel Allowances**

DO NOT USE

DO NOT USE

DO NOT USE B

DO NOT USE D

DO NOT USE L

OVERNIGHT MEAL ALLOWANCE ONLY

SINGLE DAY MEAL ALLOWANCE >10

The meals may differ to what has been calculated. i.e. Conference meals and other meals included in your travel plans must be deducted.

**Show Breakdown**

If you click on this button it will display the meal allowance breakdown

**Allowance Breakdown** ✕

Day	Breakfast	Lunch	Dinner	Incidental travel expenses	Accommodation
06-01-2015	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
07-01-2015	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
08-01-2015	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		

At this point it would be appropriate to click off those meals that are being provided. In this instance one lunch and one dinner have been provided. The system will re-calculate what your meal entitlement is once you click the **save button**



# How Do I Manage Meal Allowances? Cont

The system has now re-calculated the meal allowance for the lesser amount.

**Travel Plan**

Trip Number: new  
Reason for Travel & Private Vehicle Rqst: Attend Training and Conference in Sydney  
Allowances?: Allowances

Travel Type: Return  
Departing From: Home  
Total Estimate: 180.00

Itinerary	Air Travel	Rail/Ferry	Accommodation	Vehicle	Allowances	Incidental travel expenses	GL Cost Coding	Travel Diary	Compliance
Line	Allowance Type		Amount	Pay Pre-Travel?	Delete?				
Meals	MEALALLOWANCE		180.00	<input type="checkbox"/>	X				

Buttons: Prev, Next, Show Breakdown, Refresh, Save, Submit, Cancel

If your allowance is to be paid prior to travel please click in the box under the heading "Pay Pre-Travel"

**Travel Plan**

Trip Number: new  
Reason for Travel & Private Vehicle Rqst: Attend Training and Conference in Sydney  
Allowances?: Allowances

Travel Type: Return  
Departing From: Home  
Total Estimate: 180.00

Itinerary	Air Travel	Rail/Ferry	Accommodation	Vehicle	Allowances	Incidental travel expenses	GL Cost Coding	Travel Diary	Compliance
Line	Allowance Type		Amount	Pay Pre-Travel?	Delete?				
Meals	MEALALLOWANCE		180.00	<input checked="" type="checkbox"/>	X				

Buttons: Prev, Next, Show Breakdown, Refresh, Save, Submit, Cancel

If you are claiming your allowance after travel please refer to page 42 of this User Guide as to how to claim.

## How Do I Manage Meal Allowances? Cont

**IMPORTANT:** By ticking in the Pay Pre-Travel box, the system will automatically pay your meal allowance directly into your EFT bank account three days prior to the travel.

**HOWEVER** if the travel is cancelled between receiving the funds and the departure date, the meal allowance **MUST** be repaid to the University or if meals were provided and you have made a claim for that meal(s).

This repayment may be facilitated via the Travel Office. Please e-mail: [travel@csu.edu.au](mailto:travel@csu.edu.au) and advise the following information

Name

Staff Number

Travel Plan Number (TP)

Amount

An Invoice will be raised and upon receipt of the invoice, you can repay this using the options provided.

# How Do I Manage Incidental Travel Expenses?

Choose the tab titled “Incidental Travel Expenses”

Click on the button “Add Item”

The screenshot shows the 'Travel Plan' interface. At the top, there's a 'Trip Number' field with 'new' and a 'Reason for Travel & Private Vehicle Rqst' dropdown menu containing 'Attend Training and Conference in Sydney'. Below this are 'Travel Type' (Return) and 'Departing From' (Home) dropdowns. A 'Total Estimate' of 180.00 is displayed. The main area has a tabbed interface with 'Incidental travel expenses' selected. Below the tabs is a table with columns: Line, Itinerary, Date, Incidental travel expenses, Rate, Units, Amount, Notes, and Delete?. The first row shows '1', 'Leg 1 - WGA to SYD', '08-01-2015', an empty field, '0.00', '1', and '0.00'. At the bottom are buttons for 'Prev', 'Next', 'Add Item', 'Refresh', 'Save', 'Submit', and 'Cancel'. On the right, a list of 'Other Travel Expenses' is shown, including 'Catering Morning/Afternoon Teas, Workshops', 'Change/ Reissue fees for travel', 'Conference Registration fee -342', 'Dependant Child Care', 'Entertainment whilst travelling', 'Fuel expenses with rental cars - 450', 'Fuel for Uni Cars when fuel card unavailable or', 'Hotel Expenses not covered in Room tariff - 4', 'Internet services purchased domestic travel', 'Local Taxi, Train, Bus - 450', 'Other misc travel expenses', 'Parking', 'Road tolls whilst travelling', 'Room Hire workshops/conf', and 'Use of hotel and other public phones - 450'. This list is circled in red.

**Itinerary and date** - is pre-populated from the Itinerary tab.

**Incidental Travel Expenses** – Other Travel Expenses from the selection on (RHS) can be added as required e.g.

- Conference Fees.
- Fuel: For University cars **Only**
- Fuel: For Rental cars, Avis, Budget ,Thrifty etc
- Hotel Expenses: Not Covered in Room Rate
- Internet Services
- Local Taxi/ Trains/ Bus
- Hotel & Phones for CSU Business Only
- Road tolls
- Other misc travel expenses; any other costs you need to detail in your Travel Plan.

**Rate**: Add the relevant estimate or actual cost (if known) All rates must be entered manually for each selection as there is no pre-population of amounts. You cannot proceed if an estimate or actual cost is nil.

**Units**: Equals the number of rates eg Dependant Child Care \$60.00 (rate) x 3 days (unit). The system will calculate the total estimate in the amounts column.

**Notes**: This is any relevant information that might be useful to the Travel Coordinator, Travel Administrator and/or Supervisor.

# The GL Cost Coding - What Is It?

**Travel Plan**

Trip Number: **new**

Reason for Travel & Private Vehicle Rqst: Attend Training and Conference in Sydney

Allowances?: Allowances

Travel Type: Return

Departing From: Home

**Total Estimate 1080.00**

Itinerary | Air Travel | Rail/Ferry | Accommodation | Vehicle | Allowances | Incidental travel expenses | GL Cost Coding | Travel Diary | Compliance

Travel Category	Expense Type	GL Costing Code					Percentage	Amount	Notes
		Fund	Org	Account	Program	BEIMS WO			
Airline	TRAVEL-DOMESTIC	A102	6341	450	0000		50%	<b>400.00</b>	
Airline	TRAVEL-DOMESTIC	A102	6341	450	0000		50%		
Rail / Ferry	TRAVEL-DOMESTIC	A102	6341	450	0000		100%	<b>0.00</b>	
Accommodation	TRAVEL-DOMESTIC	A102	6341	450	0000		100%	<b>440.00</b>	
Car Hire	CSU CAR POOL	A102	6341	450	0000		100%	<b>0.00</b>	
Allowances		A102	6341	450	0000		100%	<b>180.00</b>	
Incidentals		A102	6341	450	0000		100%	<b>60.00</b>	
<b>Total of Travel Plan</b>								<b>1080.00</b>	
(Do Not Use)								0.00	
FBT Component								<b>0.00</b>	

**Travel Category** – The relevant Tabs as used in your Travel Plan.

Accounting Codes can be split using the “red brackets” (Widget)  
 Note- can only be split once and only to two Cost Centre’s.

**Car Hire** – Will default to “CSU CAR”. However for Car Rentals e.g. Avis etc, the “Expense Type” must be changed to “CARHIRE” to allow for the Account Code to populate “453”

“Private Car” - Search for “PRIVATE CAR” on the RHS under “Expense Types”, account code for “Private Car” is 454. This assists in identifying this expense for the purposes of calculating any tax liability.

# The GL Cost Coding - What Is It? Cont

### Travel Plan

Trip Number: **new**  
Reason for Travel & Private Vehicle Request: Attend Training and Conference in Sydney  
Allowances? Allowances

Travel Type: Return  
Departing From: Home  
Total Estimate: **1080.00**

#### Expense Types

Please enter part of the Expense Type Name or Description

Search

Type	Description
Catering	
Conference/Meeting Services	
Fleet Services	
Human Resources Only	
Membership/Levies/Registration	
ROOM HIRE	Room Hire for functions
Travel	

Itinerary	Air Travel	Rail/Ferry	Accommodation	Vehicle	Allowances	Incidental travel expenses	GL Cost Coding	Travel Diary	Compliance
Travel Category	Expense Type	Fund	Org	Account	Program	BEIMS WO	Percentage	Amount	Notes
Airline	TRAVEL-DOMESTIC	A102	6341	450	0000		50%	400.00	
Airline	TRAVEL-DOMESTIC	A102	6341	450	0000		50%		
Rail / Ferry	TRAVEL-DOMESTIC	A102	6341	450	0000		100%	0.00	
Accommodation	TRAVEL-DOMESTIC	A102	6341	450	0000		100%	440.00	
Car Hire	CSU CAR POOL	A102	6341	450	0000		100%	0.00	
Allowances		A102	6341	450	0000		100%	180.00	
Incidentals		A102	6341	450	0000		100%	60.00	
<b>Total of Travel Plan</b>								<b>1080.00</b>	
(Do Not Use)								0.00	
FBT Component								0.00	

**Expense Type** – This is directly linked to the Travel Category and will default the account code i.e. Travel Domestic = 450

**GL Cost Coding** – Actual Account Codes for the expenditure. These populate from your profile but can be changed to any relevant and approved code for your travel.

**Percentage (%)** – If splitting between account codes then the amounts must be split by percentage i.e. 50% & 50% etc.

**Amount** – Defaults from each Travel Category.

**Notes** – relevant to approver regarding the funding if necessary.

**FBT Component** – Advises if FBT (Fringe Benefits Tax) liability exists according to policy and the Australian Taxation Rulings.

# The Travel Diary - What Is It?

The Travel Diary is an Australian Taxation Requirement where travel undertaken exceeds 5 nights/ 6 days for domestic Travel and ALL International Travel.

The Fringe Benefits Tax Assessment Act 1986 (FBT Act) provides that where an employer pays for or reimburses **extended travel** for an employee, FBT may be payable on the travel expenditure unless:

- the employee provides a **travel diary** to the employer detailing the **business activities** undertaken on the trip, and
- the **travel diary** clearly establishes that any **private component** of the trip was merely incidental to the **business activities**.
- For further information please use this link -

<http://www.csu.edu.au/division/finserv/travel/fbt.htm>

Itinerary	Air Travel	Rail/Ferry	Accommodation	Vehicle	Incidental travel	GL Cost Coding	Travel Diary	Compliance	-
Location	Date	Purpose at destination		Person/Place		Business?			
Bathurst New South Wales	02-08-2011	training in Bathurst		CSU Bathurst Staff		<input checked="" type="checkbox"/>			
WaggaWagga New South W	03-08-2011	Returning to Wagga after training in Bathurst				<input checked="" type="checkbox"/>			

Prev Next Refresh Save Submit Cancel

**Location** – Populated by the Itinerary

**Date** - Populated by the Itinerary

**Purpose at Destination** – This requires a brief description of activities at the destination e.g. Conference, Fieldwork, Meetings etc

**Person/Place** – Name of the person meeting or Conference name and Location

**Business** – Check box ticked if day relates to CSU business or remains un-ticked if a personal day.

If you exceed the 5 nights/ 6 days rule, the system will not allow you to the next tab until the Travel Diary is completed.

This is an Australian Taxation Office requirement.

# Compliance - What Is It?

The Travel Compliance Questionnaire must be answered.

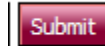
Travel Policy Declaration must be acknowledged.

This area is an acknowledgment by the traveler that it is within CSU guidelines for travelling and guidelines as indicated by the laws of Australia and its Territories.

Itinerary	Air Travel	Rail/Ferry	Accommodation	Vehicle	Allowances	Incidental travel expenses	GL Cost Coding	Travel Diary	Compliance	-
<b>Travel Compliance Questionnaire</b>										
Item										Y/N?
1	Are you currently under workers compensation case management?									NO
2	Is your direct Supervisor different to the Approver due to the ORG code on your Travel Plan? By answering YES an email will be sent to your Supervisor alerting them to this travel.									YES
<b>Travel Policy Declaration</b>										
<p>I hereby declare that I have read and understand the Travel Policy and Procedures that relate to this travel plan.</p> <p>I declare that when provided with a University vehicle I will abide by the University policies for both Travel and Fleet Management. This includes abiding to the Driving Hours Policy (10 hours).</p> <p>I certify that I hold a current approved drivers license and agree to abide by the traffic laws of Australia. Any infringements will be a personal cost i.e parking, speeding fines etc.            If using a Private Vehicle I also declare that this is covered by either Comprehensive or Third Party insurance, car registration and that the travel is solely for the purpose of conducting CSU business.            By making this declaration I agree that CSU will not be responsible for any costs or losses associated with any damages regardless of how these were sustained during any travel detailed in this travel plan when using a Private Vehicle.</p> <p>If claiming Dependant Child Care Allowance as part of this Travel Plan I declare that I have/ will incur/ed additional expenses relating to Dependant Care whilst travelling and conducting business on behalf of CSU.            Receipts, where available, must be attached to your claim. NB The allowance does not cover situations where care is provided in your home by a joint carer e.g. by a partner/ spouse etc).            Claims can only be processed after travel has been completed.</p> <p>I certify that the details in any claims for travel expenses processed via this Travel Plan are a correct record of my official travel movements and that the distance travelled, if any, was in connection with bona fide University business.</p> <p>The Traveller &amp; relevant Budget Manager certify that the account codes (GL Codes) indicated on this Travel Plan contain sufficient funds to meet the costs shown and/ or that these may be reimbursed from an outside organisation as indicated.</p> <p>I will/ have attached to my Travel Plan any relevant documents such as itinerary, costing letter, presentation paper content to allow the relevant Approver the ability to review this before Approval.</p> <p>Should this Travel Plan be completed by a Travel Coordinator/ Travel Administrator then the above declaration is made on behalf of the Traveller. The traveller takes full responsibility for the declaration and must inform the Travel Coordinator/ Travel Administrator of any changes to their circumstances. No liability lies with the Travel Coordinator/ Travel Administrator.</p>										
<div style="text-align: right;"> <input checked="" type="checkbox"/> </div>										
<span>Prev</span> <span>Next</span> <span>Refresh</span> <span>Save</span> <span>Submit</span> <span>Cancel</span>										

## Submit Or Save?

Once completed, click **“Submit”** and this will move the Travel Plan to the appropriate Approver/s in accordance with the Org Codes provided in the GL Cost Coding Tab.



NB: If your Travel Plan has multiple ORG Codes then the Plan will be submitted to multiple Approvers. The Travel Plan will sit in the “workflow” “Unapproved Travel” until Approved, once Approved it will move to “Approved Travel”. This is then the authorization to start your bookings.

Or

Click on **“Save”** to save the Travel Plan as a draft to return to it at a later date. This allows you to either complete and “submit” or add/change items.



At this point a unique Trip Number is allocated to the plan. This is the number that should be referenced on all correspondence including your reservations in Serko.



# Travel Plan Pathway or Workflow – What Does this Mean?

The workflow or pathway is a quick way of identifying where a travel plan is situated in the approval process.

❖ **Just a note** – From Disputed to Posted is concerning the financial aspects of your Transactions.



❖ From Draft Travel to Archived Travel is relating to the Travel plans.

**Note, at any time you are able to click on the relevant icons to view or locate a Travel Plan**



A Travel Plan will be in Draft Travel until you click on the Submit button, at this point, an e-mail is generated to Transport for the booking of a vehicle (if required) and it will then move from Draft Travel Status to either review Travel or Unapproved Travel, depending on how your School or Division administration is set up.



In this instance, the Plan will go to the Travel Administrator (Review Travel) for checking for correctness and validity of dollar values.

Once the Travel Administrators approve a Travel Plan it will then move to



Unapproved Travel for budgetary Approval by the owner of the Organisational Code (Ogn Code) within the Travel Plan.



The Travel Plan, once approved will be located in the Approved Travel Icon.

# Travel Plan Pathway or Workflow – What Does this Mean? (cont)



8  
Completed  
Travel

The Completed Travel Icon is where an Approved Travel Plan that has had **ALL EXPENSES allocated and finalized** moves to after the Complete Travel Plan? DO NOT CLICK IF YOU ARE UNSURE call 34488 for assistance Button has been clicked

Complete Travel Plan? DO NOT CLICK IF YOU ARE UNSURE call 34488 for assistance.



0  
Cancelled  
Travel

This Icon is where a Travel Plan that did not proceed will be located. There will be no expenses against these Plans.



14  
Archived  
Travel

Travel Plans that are located in the Completed Travel will be archived as an automated process.

At any time throughout this process you are able to view where your plans are in the workflow. Plans are always there to view, even in the archived status

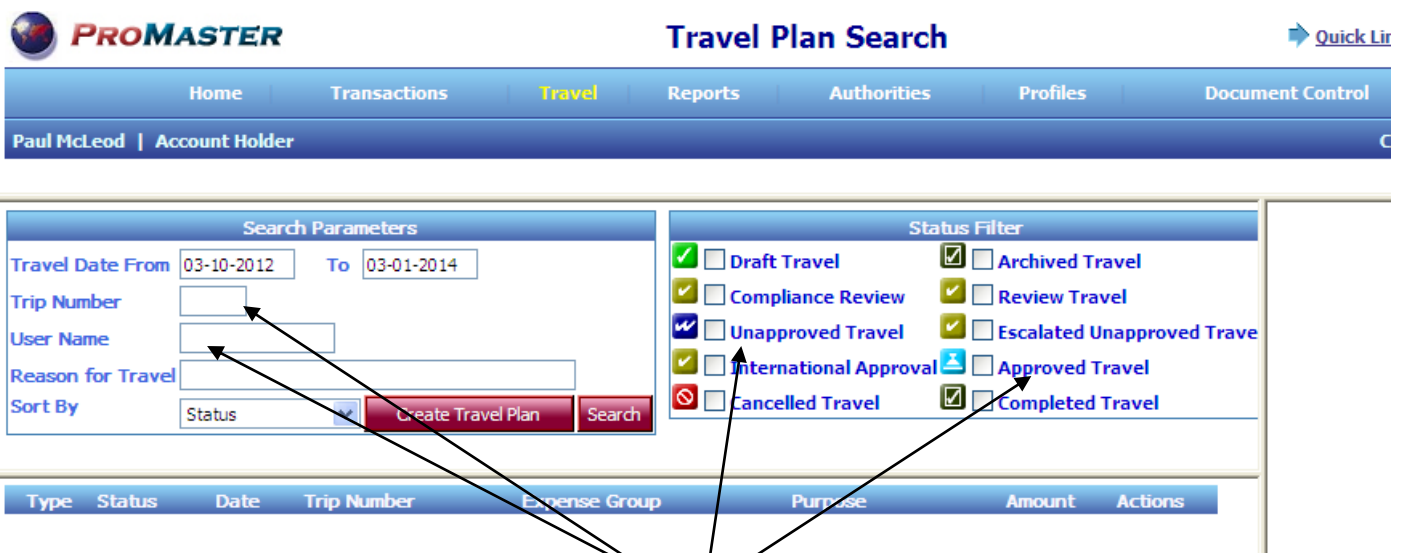
# How Do I Search for an Existing Travel Plan?

Within the ProMaster system there are numerous ways to achieve the same outcome. This instruction is what we have found to be the easiest.



At the top of the screen there is a tab called Travel.

Click on this Tab and you will have a screen looking like this –



You are able to search using many of the parameters available. Once you have identified what parameters you know click on the Search Button and it will provide you with the data you are looking for.

In the example below we have searched just using Approved Travel as the search parameter and this is the result.

It has identified two approved travel plans that meet the criteria.

# How Do I Search for an Existing Travel Plan? cont



## Travel Plan Search

[Home](#)[Transactions](#)[Travel](#)[Reports](#)[Authorities](#)[Profiles](#)[Documents](#)

Paul McLeod | Account Holder

### Search Parameters

Travel Date From  To Trip Number User Name Reason for Travel Sort By [Create Travel Plan](#)[Search](#)

### Status Filter

- Draft Travel
- Compliance Review
- Unapproved Travel
- International Approval
- Cancelled Travel
- Archived Travel
- Review Travel
- Escalated Unapproved Travel
- Approved Travel
- Completed Travel

Type	Status	Date	Trip Number	Expense Group	Purpose	Amount	Actions
		26-11-2012	3807	General	Attend AUPN Sustainable Procurement Workshop Melbourne 26 Nov 2012. Nil registration fee.	326.00	
		05-12-2012	4288	General	Travel to Young for Emergency Planning Committee & Critical Response Groups workshop. No cost to DOF.	0.00	

**2 Travel Plans found to the value of AUD 326.00**

# How Do I Edit A Travel Plan?

A Travel Plan at the stages of Draft Travel, Review travel, Unapproved Travel and Approved Travel can be edited at any stage of the process, with an exception for the Approved Travel Plan. With the example below no monies has been allocated to date hence the

**PROMASTER** Travel Plan Details [Quick Links](#) [Help](#) [Logoff](#)

Home Expenses Transactions **Travel** Purchase Requisitions Reports Authorities Profiles Document Control

Christine Schiller | Account Holder Charles Sturt University

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**Travel Plan Itinerary**

<b>Trip Number</b>	33092	<b>Travel Date</b>	06-01-2015 07:00 to 09-01-2015 16:10	<b>Total Estimate</b>	1285.00 AUD
<b>Status</b>	Approved Travel	<b>Traveller</b>	CSCHILLE Christine Schiller	<b>Total Allocated</b>	0.00 AUD
<b>Reason for Travel &amp; Private Vehicle Rqst</b>	Attd Training and Conference in Sydney		<b>Expense Group</b>	General	<b>Type</b>
<b>Booking Provider</b>		<b>Booking Status</b>			Return

**Itinerary 1 WaggaWagga New South Wales (WGA) - Sydney New South Wales (SYD)**

	Date	Description	Allocated	Estimated
1	06-01-2015 07:00	Airline: QF Class: QF	0.00	150.00
2	06-01-2015	PrePaid: No Allow: MEALALLO	0.00	295.00
3	06-01-2015	PrePaid: No Allow: &n	0.00	0.00
4	06-01-2015	PrePaid: No Allow: &n	0.00	0.00
5	06-01-2015	Hotel: RYDGES NTH S Room: Standar	0.00	540.00
6	06-01-2015	Incid: TAXI -TRAIN - BUS Inc Desc: Local Taxi,	0.00	150.00
<b>Itinerary 1 Totals:</b>			<b>0.00</b>	<b>1135.00</b>

**Itinerary 2 Sydney New South Wales (SYD) - WaggaWagga New South Wales (WGA)**

1	09-01-2015 15:00	Airline: QF Class: QF	0.00	150.00
<b>Itinerary 2 Totals:</b>			<b>0.00</b>	<b>150.00</b>

**Allowance Breakdown**

Day	Breakfast	Lunch	Dinner	Incidental travel expenses	Accommodation
06-01-2015	✗	✓	✓		
07-01-2015	✓	✓	✓		
08-01-2015	✓	✓	✓		
09-01-2015	✓	✓	✗		

**GL Cost Coding**

<b>AIR</b>	TRAVEL-DOMESTIC	A102 6341 450 0000 G WW	100%
<b>Allowance</b>		A102 6341 450 0000 G WW	100%
<b>HOTEL</b>	TRAVEL-DOMESTIC	A102 6341 450 0000 G WW	100%
<b>INCIDENTAL</b>		A102 6341 450 0000 G WW	100%

**Compliance**

Are you currently under workers compensation case management?

Is your direct Supervisor different to the Approver due to the ORG code on your Travel Plan? By answering YES an email will be sent to your Supervisor alerting them to this travel.

Reverse Travel Plan
Cancel Travel Plan
Link
Copy Travel Plan
Allocate

<<Go Back
Email Itinerary
Attachments
Go to Home Page

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Reverse Travel Plan button is present and is present in any of the plans until there is allocations

**Travel Plan Itinerary**

<b>Trip Number</b>	3807	<b>Travel Date</b>	26-11-2012 06:30 to 26-11-2012 20:00	<b>Total Estimate</b>	376.00 AUD
<b>Status</b>	Approved Travel	<b>Traveller</b>	PMCLEOD Paul McLeod	<b>Total Allocated</b>	354.36 AUD
<b>Reason for Travel</b>	Attend AUPN Sustainable Procurement Workshop Melbourne 26 Nov 2012. Nil registration fee.		<b>Expense Group</b>	General	<b>Type</b>
<b>Booking Provider</b>		<b>Booking Status</b>			Return

**Itinerary 1 WaggaWagga New South Wales (WGA) - Melbourne Victoria (MEL)**

	Date	Description	Allocated	Estimated
1	26-11-2012 06:30	Airline: ZL Class: ZL	163.00	163.00
<b>Itinerary 1 Totals:</b>			<b>163.00</b>	<b>163.00</b>

**Itinerary 2 Melbourne Victoria (MEL) - WaggaWagga New South Wales (WGA)**

1	26-11-2012 19:00	Airline: ZL Class: ZL	191.36	163.00
<b>Itinerary 2 Totals:</b>			<b>191.36</b>	<b>163.00</b>

**GL Cost Coding**

<b>AIR</b>	TRAVEL-DOMESTIC	A102 6341 450 0000 G WW	100%
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**Files Attached**

Description	File
REX tax inv	REX inv 26Nov MEL.pdf
tax Invoice	McLeod - Airfare \$354.36.pdf

Archive Travel Plan? DO NOT CLICK IF YOU ARE UNSURE call 34488 for assistance.
Cancel Travel Plan
Link Expense to Travel Plan


<<Go Back
Email Itinerary
Attachments
Go to Home Page

Note – No Reverse Travel Plan Button.

## How Do I Edit A Travel Plan? cont

Once you reverse a Travel Plan you need to keep reversing the Plan until the button titled

Edit Travel Plan appears




From here you are able to click on this button and it will take you to the Plan for you to edit the necessary details.

Please note, that if you are increasing the estimated amount, the approval process recommences through the workflow as before.

## How Do I Copy A Travel Plan?

This is a really useful tool if you do the same trip on a regular basis as an Account Holder or if you are a Travel Administrator, you can use this facility to copy plans on behalf of other travelers, taking the same trip, by copying and changing the name of the traveler each time you use the copy facility.

A rectangular button with a dark red gradient background and white text that reads "Copy Travel Plan".

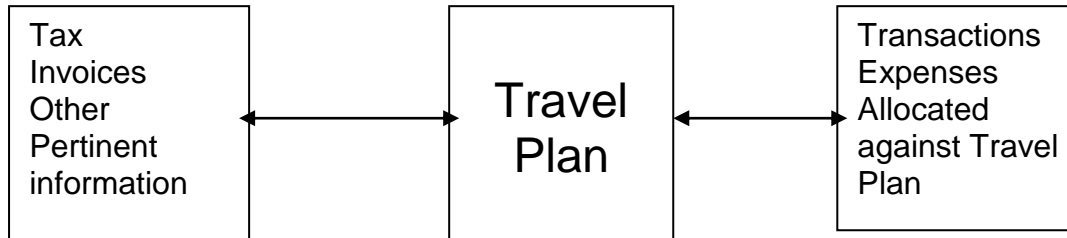
This button exists at all stages of the Travel plans, even after they have been archived; this facility is still available.

A copied Travel Plan will automatically have a status of Draft Travel as it is expecting you to make amendments, eg dates, amounts etc.

After any amendments have been made, you are required to click submit for the process to flow through to the Approved Travel status.

# How and Where Do I Attach an Invoice?

As with any sound Financial Practice records must be kept to substantiate the expense and the Universities claim of GST, back from the Government.  
We now prefer that invoices and any other pertinent information be attached to the Travel Plan, **not** to the transaction as before.



## Outstanding Transactions/Expenses/Travel Plans

	Date	Merchant		Amount	Actions
	19-12-2014	AHM		5682.03	
	19-12-2014	AHM		5742.67	
	19-12-2014	REGIONAL EXPRESS DIR		344.61	
	22-12-2014	584699CAMPUS TRAVEL		11.13	
	24-12-2014	CVENT MERCHANT #3		5065.60	
	Date	Merchant		Amount	Actions
	06-01-2015	CSU		40.00	
	Date	Purpose	Trip Number	Amount	Actions
	30-12-2014	Test Meal Allowances	33032	365.00	
	10-02-2015	Attend ProcureTech Conference 10/11 Feb 15 Melbourne. Conf Fee waived as Hosted Buyer	32943	899.00	

The easiest way to do the attachments is through the magnifier located against the Travel Plan, click on this icon and the screen should open and look like the screen shot below.



# How and Where Do I Attach an Invoice? cont

TRAVEL PLAN Itinerary					
Trip Number	33032	Travel Date	30-12-2014 07:00 to 30-12-2014 19:30	Total Estimate	365.00 AUD
Status	Approved Travel	Traveller	PMCLEOD Paul McLeod	Total Allocated	65.00 AUD
Reason for Travel & Private Vehicle Rqst	Test Meal Allowances	Expense Group	General	Type	Return
Booking Provider		Booking Status			

Itinerary 1 WaggaWagga New South Wales (WGA) - Melbourne Victoria (MEL)					
	Date	Description	Allocated	Estimated	
1	30-12-2014 07:00	Air Travel Airline: ZL Class: ZL	0.00	150.00	
2	30-12-2014	Allowance [Meals] PrePaid: No Allow: MEALALLO	0.00	65.00	
3	30-12-2014	Allowance [Incidentals] PrePaid: No Allow: &n	0.00	0.00	
4	30-12-2014	Allowance [Accommodation] PrePaid: No Allow: &n	0.00	0.00	
<b>Itinerary 1 Totals:</b>			<b>0.00</b>	<b>215.00</b>	

Itinerary 2 Melbourne Victoria (MEL) - WaggaWagga New South Wales (WGA)					
	Date	Description	Allocated	Estimated	
1	30-12-2014 18:30	Air Travel Airline: ZL Class: ZL	0.00	150.00	
<b>Itinerary 2 Totals:</b>			<b>0.00</b>	<b>150.00</b>	

Allowance Breakdown					
Day	Breakfast	Lunch	Dinner	Incidental travel expenses	Accommodation
30-12-2014	X	✓	✓		

GL Cost Coding			
AIR	TRAVEL-DOMESTIC	A102 6341 450 0000 G WW	100%
Allowance		A102 6341 450 0000 G WW	100%

Are you currently under workers compensation case management?  N

Is your direct supervisor different to the Approver due to the ORG code on your Travel Plan? By answering YES an email will be sent to your Supervisor alerting them to this travel.  N

Complete Travel Plan? DO NOT CLICK IF YOU ARE UNSURE call 34488 for assistance. [Cancel Travel Plan](#) [Link](#) [Copy Travel Plan](#) [Allocate](#)

[<<Go Back](#) [Email Itinerary](#) [Attachments](#) [Go to Home Page](#)

You will see a button that is called attachments, click on this [Attachments](#) and the next screen is where you do the attaching of your scanned documents

Click on the Browse Button and show the system the pathway where you have stored your documentation on the "S" Drive (once you have done this once it will automatically remember the pathway each time you use the browse button)  
 Double Click on your documents and they will become PDF files.  
 You need to complete the Description and click on

Update Changes [Update Changes](#) and the file will now be a PDF document against the Travel Plan.

Click on Cancel and this will take you to the previous screen [Cancel](#)  
**Tip: Cancel in ProMaster is Exit**

# How Do I Claim My Meal Allowance After Travel?

## Step 1

Locate the Trip through the Travel Tab OR from your Home Page

On the right hand side, locate the “Double Brackets” for the relevant trip you wish to make your meal allowance claim.



Click on the double brackets.

## Step 2

After clicking on the “Double Brackets” your screen will look similar to this.

You have on one side your travel plan and the other is your transactional data.

**Travel Plan Itinerary**

Trip Number	33092	Travel Date	06-01-2015 07:00	Total Estimate	1285.00
Status	Approved Travel	Traveller	CSCHILLE	Total Allocated	0.00
Reason for Travel & Private Vehicle Rqst	Attd Training and Conference in Sydney	Expense Group	General	Type	Return
Booking Provider	Booking Status				

**Itinerary 1 WaggaWagga New South Wales (WGA) - Sydney New South Wales (SYD)**

	Date	Description	Allocated	Estimated	Attached	Select
1	06-01-2015 07:00	Airline: QF Class: QF	0.00	150.00	0.00	<input type="checkbox"/>
2	06-01-2015	PrePaid: No Allow: MEALALLO	0.00	295.00	0.00	<input type="checkbox"/>
3	06-01-2015	PrePaid: No Allow: &n	0.00	0.00	0.00	<input type="checkbox"/>
4	06-01-2015	PrePaid: No Allow: &n	0.00	0.00	0.00	<input type="checkbox"/>
5	06-01-2015	Hotel: RYDGES NTH S Room: Standar	0.00	540.00	0.00	<input type="checkbox"/>
6	06-01-2015	Incid: TAXI -TRAIN - BUS Inc Desc: Local Taxi,	0.00	150.00	0.00	<input type="checkbox"/>
<b>Itinerary 1 Totals:</b>			<b>0.00</b>	<b>1135.00</b>	<b>0.00</b>	

**Itinerary 2 Sydney New South Wales (SYD) - WaggaWagga New South Wales (WGA)**

	Date	Description	Allocated	Estimated	Attached	Select
1	09-01-2015 15:00	Airline: QF Class: QF	0.00	150.00	0.00	<input type="checkbox"/>
<b>Itinerary 2 Totals:</b>			<b>0.00</b>	<b>150.00</b>	<b>0.00</b>	

**Allowance Breakdown**

Day	Breakfast	Lunch	Dinner	Incidental	travel expenses	Accommodation
06-01-2015	✗	✓	✓			
07-01-2015	✓	✓	✓			
08-01-2015	✓	✓	✓			
09-01-2015	✓	✓	✗			

**Search Transactions/Claims**

Account: All | Merchant: [ ]

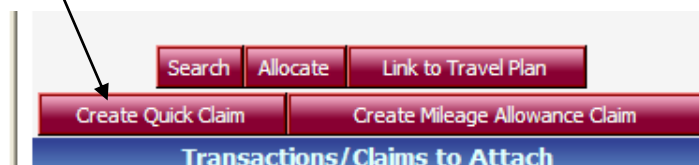
Buttons: Search, Allocate, Link, Create Quick Claim, Create Mileage Allowance Claim

Transactions/Claims to Attach: No records found.

## Step 3

Select the Button

“Create Quick Claim”



## Step 4

Complete the relevant information on the “Quick Claim” screen.

**Date:** Defaults to current date, do not change.

**Description:** A brief description of the expense must be entered.

**Merchant:** The name of the merchant the expense relates to for meal allowance the merchant is CSU.

**Expense Category:** Choose the relevant expense category that your expense relates to for meal allowance choose Meal Allowance.

**Price:** Enter the value of your claim

**Currency:** Defaults to AUD.

**Tax Code:** Defaults to NOGST. **Net:** Defaults from the value in Price.

**Tax:** GST value - Nil

**Gross:** Total value of your claim.

# How Do I Claim My Meal Allowance After Travel?

This is an example of a completed claim. Click on **SAVE** and the claim will appear at the bottom of the Allocations list (under the Visa Transactions if you hold a Visa Card)

Depending on the number of transactions you have, the claim will sit at the bottom the "Transactions/Claim to Attach" area on the right hand side. (You may need to scroll down) and locate the Claim

which will show as an icon  similar to this.

## Step 5

Match the quick claim to the relevant expense on the left hand side (travel plan)

Match the Claim to the estimated expense,

Click on the Link Expense to Travel Plan Button,  
Click on the Allocate Button

## Step 6

Click "Submit All"

Once you have clicked "Submit All" the status of Waiting Accountholder will change to "Private Remittance". This means that the transaction is waiting for Finance to approve and process into your bank account.

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