

Domestic Travel Process



Please follow the steps below to have your domestic travel approved and processed:

Activity	Responsibility
Populate the Domestic Travel Pre-Approval form (see form below) and send to your supervisor for approval in principle.	Traveller
Supervisor to approve domestic travel in principle, by adding their signature to the Domestic Travel Pre-Approval against “Approval in Principle”.	Supervisor
Upon receiving Supervisor approval visit the Domestic Travel webpage: https://finance.csu.edu.au/services/travel and complete the online domestic travel booking form. Attach the completed Domestic Travel Pre-Approval to the booking form. Press the “submit” button on the form (the form then goes to CSU Travel to action). Your domestic travel booking will not be actioned without a completed Domestic Travel Pre-Approval attached.	Traveller
A travel plan will be created in ProMaster based on the information on the travel booking form and sent for review by the appointed Travel Reviewer.	CSU Travel
If your area has a Travel Reviewer: Your travel plan will be sent to the Travel Reviewer to check the travel plan details in ProMaster, ensuring the correct GL code has been used and there is budget available. A FAST report can be attached to the travel plan. The plan is then submitted to the Domestic Travel Approver. If your area does not have a Travel Reviewer the travel plan will be sent directly to the Domestic Travel Approver.	Travel Reviewer
The travel plan is approved	Domestic Travel Approver
A confirmation of the approved travel plan is sent to the traveller. Travel arrangements will be finalised and documents sent to the traveller.	CSU Travel
Upon completion of travel, the traveller should send all relevant travel receipts to CSU Travel for reconciliation or reimbursement. Receipts can be submitted through the <u>on-line customer portal</u>	Traveller

Domestic Travel Pre-Approval

Purpose of this form:

This form must be completed by the traveller, or the travel organiser, for all official domestic and interstate travel.

Instructions for completing this form:

1. Determine whether the travel is 'Business Critical' (crucial to the operation of the University) and in accordance to the list of Permissible Travel (Travel activities currently permissible that are crucial to the operation of the University) outlined in the [Sustainable Futures Travel Policy Addendum section 4](#)
2. Visit the [Australian Department of Health](#) website to determine the travel advice, restrictions and/or requirements for the destination/s you plan to travel to, including transit.
3. Complete the below Domestic Travel Pre-Approval form
4. Attach the signed Domestic Travel Pre-Approval form when submitting your Domestic Travel Booking form.

Name				
Where are you travelling to?				
Dates of travel				
Have you checked funding available in the budget?	Yes	No		
Fund codes to be used	FUND:	ORG:	ACC: XXXX	PROG:
Purpose and justification for travel in line with current travel policy.				
Supervisor Approval in principle (pending cost of travel) – electronic signature is preferred. Note: Please consider that as approval in principle, I reserve the right to revoke my approval if the cost of travel exceeds budget limitations.	Name:			
	Position:			
	Signature:			
	Date:			