

RMIT UNIVERSITY

**3 STEPS TO BOOK TRAVEL
TRAVELLERS GUIDE**

EFFECTIVE AS OF 04 October 2016



THE 3 STEP PROCESS...

Select a red button to go to the page you want



1. PLAN

Get a **Quote** through a RMIT preferred travel agency or through Sabre Online. **Research** travel risks & visa requirements.



2. APPROVAL

Create a requisition in the RMIT Trobexis travel portal and submit for approval



3. BOOK

Forward approval email to your Travel Consultant to get final e-ticket or **self-book** using Sabre Online






 **STEP ONE**



**RESEARCH YOUR TRIP
& GET ADVICE**

Select a grey page button to go to the topic

-  **Have the Conversation**
-  **Get a Quote – Go to RMIT preferred Travel Agent or research on Sabre Online**
-  **Travel Risk & Visa Requirements**



1. **PLAN – HAVE THE CONVERSATION**

- Discuss your potential travel with your supervisor
- Do you have a travel budget to cover costs?
- Do you need to arrange an out of office plan to ensure your absence will not impact your department?
- Have you checked with International SOS travel advisory for security and safety alerts and information on your travel destination?





LAST



1. PLAN - QUOTE FOR TRAVEL

Visit the [RMIT Travel intranet](#) for more details on preferred suppliers



Directly contact a preferred travel agent or use Sabre Online to quote & book real time travel!

NEXT



PREFERRED AGENT



ATPI Voyager

Phone +61 3 9658 6255 or 1300 082 504
Email rmit@voyagertravel.com.au
Website: www.atpi.com

PREFERRED AGENT



CT CONNECTIONS

Phone +61 3 8527 4040 or 1300 068 107
Email rmit@ctconnections.com.au
Website: www.ctconnections.com.au

ONLINE QUOTE & BOOKING



SABRE ONLINE

Sabre Online Support
(provided by CT Connections)
Phone +61 3 8527 4040 or 1300 068 107
Email rmit@ctconnections.com.au



1. PLAN - TRAVEL RISKS & VISAS

RMIT Global Assistance Program

- Pre-Travel Advice
- 24 hour medical and security advice and assistance
- All authorized RMIT business travellers, including students on RMIT authorized study tours are eligible



CALL SYDNEY OFFICE +61 2 9273 2781

Visit the RMIT dedicated [International SOS website](#) (RMIT Membership Log in 12ACPA000012)



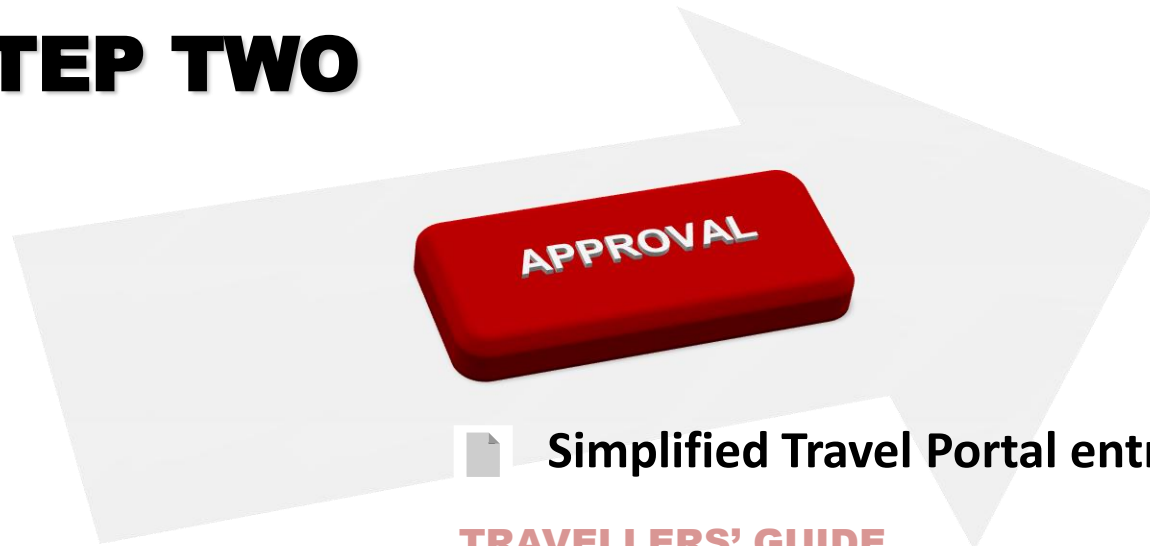
LAST



NEXT



STEP TWO



Simplified Travel Portal entry

TRAVELLERS' GUIDE CREATE & SUBMIT REQUISITION THROUGH THE TRAVEL PORTAL

Once a quote has been obtained, create a travel requisition in the Travel Portal to submit for approval. Advise your unique requisition no# to your travel agent.

TRAVEL ARRANGERS : A separate guide is available for download on “Travel portal user guides” intranet page.



CREATE REQUISITION
TITLE PAGE



3 STEPS HOMEPAGE

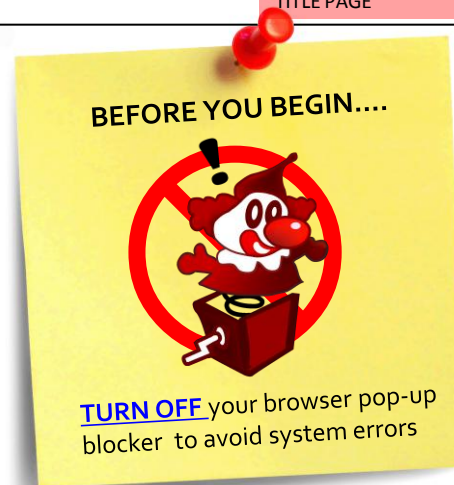
LAST



NEXT



2. CREATE & SUBMIT REQUISITION FOR APPROVAL



SIMPLIFIED TRAVEL REQUISITION ENTRY









For quick reference, click on the step you would like to see.

**A. CREATE REQUISITION****A. CREATE REQUISITION**

Each traveller staff member must be on a separate requisition number in order to be properly covered by the RMIT business insurance. Only staff members with valid e numbers are able to access the Travel Portal.

Select a grey page button to go to the topic

-  **Logging into Travel Portal**
-  **Turning off your browser pop-up blocker**
-  **Portal Home Screen**
-  **International or Domestic requisition**
-  **Traveller Details Screen**
-  **Navigating in the Travel Portal**

**A. CREATE
REQUISITION**



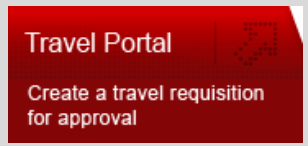
RETURN TO CREATE REQUISITION TITLE PAGE

LAST

NEXT


A. CREATE REQUISITION

A. LOGGING INTO TRAVEL PORTAL




Travel Portal
Create a travel requisition for approval

• Log in button located on RMIT Travel Intranet site



Authentication required!

This server could not verify that you are authorized to access the idp/SSO. You either supplied the wrong credentials (e.g., bad browser doesn't understand how to supply the credentials requi



Connect to shib1.its.rmit.edu.au

The server shib1.its.rmit.edu.au at RMIT University Network Login Authentication requires a username and password.

User name: E10299

Password: ●●●●

Remember my password

OK Cancel

Only staff with a valid E number and shibboleth access can access the travel portal.

- Type your E number and Novell access password to authenticate through RMIT Shibboleth

Students are not able to access the travel portal. However a supervisor or travel arranger can create and submit a requisition for approval on their behalf.

Please see "Arrangers Guide".

CAN'T LOG IN?

If your log in returns an "Authentication required" error screen, please contact IT Helpdesk (helpdesk@rmit.edu.au) to enable your Shibboleth access.

A. CREATE REQUISITION



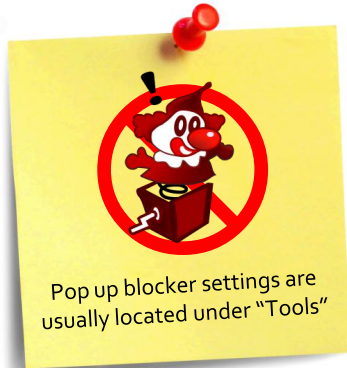
RETURN TO CREATE REQUISITION TITLE PAGE

LAST

NEXT

A. CREATE REQUISITION

A. TURNING OFF YOUR BROWSER POP UP BLOCKER



Internet Explorer

Travel Portal v2.2.05 - Windows Internet Explorer
 https://www.trobexis.com/rmittst/Default.aspx
 Pop-up blocked. To see this pop-up or additional options click here...
 Temporarily Allow Pop-ups
 Always Allow Pop-ups from This Site...
 Settings
 Information Bar Help

Google Chrome warning

Pop-up blocked
 Pop-ups were blocked on this page.

Mozilla Firefox Browser

Travel Portal v2.2.05 - Mozilla Firefox
 File Edit View History Bookmarks Tools Help
 trobexis.com https://www.trobexis.com
 Most Visited Getting Started Latest Headlines
 Firefox prevented this site from opening a pop-up window.
 Options
 General Tabs Content
 Block pop-up windows

A. CREATE REQUISITION



RETURN TO CREATE
REQUISITION TITLE PAGE

LAST

NEXT

A. CREATE REQUISITION

A. PORTAL HOME SCREEN

This screen is your “home” page. You can find a list of all travel requisitions you have created or have been created on your behalf.

Clicking on “Portal Home” will refresh the screen.

Portal Home

Search Request Domestic Travel Request International Travel Forms Calculators Portal Help



Status of your requisition. “New” is when the requisition has not been submitted for approval as yet.



My Business Travel

Trips that you have made in your profile.
Trips that have been arranged for you.



Arranged Travel

Trips that you have arranged for other staff members (Travel Arrangers Only)

A. B. C.



- A. Travel Diary
- B. More Information (approver requests more information)
- C. Access the requisition

Requisition Title	Arranger	Req Date	Req #	Approver	Status
Conference United Kingdom - August 2011	TRAVELLER, JOHN TEST	13/07/2011	3300		New
Requisition Title	Traveller	Req Date	Req #	Approver	Status
Graduation Singapore + HKG	YUILLE, JEREMY	29/04/2011	3257	MARTIN, RYAN	Approved

See which approver your requisition is currently sitting with

A. CREATE REQUISITION



LAST

NEXT

A. CREATE REQUISITION

A. CREATE A DOMESTIC OR INTERNATIONAL REQUISITION

Your requisition type will always appear on the top left of your requisition

Request International Travel ▾ Forms ▸ Calcula

Complex Request (Travel Agent)

Request Domestic Travel

Full Request

✈ International Travel Request (Complex)

➔ Create Request ➔ Estimate Cost ➔ Submit for App

Traveller Details Purpose of Travel Flights Accom

✈ Domestic Travel Request (Full)

**A. CREATE
REQUISITION**



RETURN TO CREATE REQUISITION TITLE PAGE

LAST

NEXT

A. CREATE REQUISITION

A. TRAVELLER DETAILS SCREEN

IMPORTANT: You must open individual requisition numbers for each RMIT staff traveller, even if they are travelling together.

International Travel Request (Complex)

[Create Request](#)
[Estimate Cost](#)
[Submit for Approval](#)
[Approval Pending](#)
[Approval Obtained](#)

[Traveller Details](#)
[Purpose of Travel](#)
[Flights](#)
[Accommodation](#)
[Car Hire / Other](#)
[Cost Estimates](#)
[Confirmation](#)

Requisition Number: 00003300

Journey Title: AUPN Conference United Kingdom - August 2011

Departure Date (from Australia): 13/08/2011

Return Date (to Australia): 24/08/2011

Surname: TRAVELLER

Given Name: JOHN TEST

User ID (Traveller): TRA009

Employee ID: E00001

Requisition Date: 13/07/2011

Business Unit (Faculty): Research Investment Funds

Approval Status: New

Branch (Org Unit): Global Cities Institute

Travel Arranger: TRAVELLER, JOHN TEST

Traveller's Email: E00001@EMS.RMIT.EDU.AU

Role Type: Traveller

Associated Travellers...

Date Updated

* Denotes Mandatory Field

Next >

Blue box will highlight what screen you are currently on

00003300
Requisition number generated once "Create Requisition" is clicked

You **CANNOT** change the email address, as this will always revert back to the email on the original profile.

DD/MM/YYYY

Only use the "Associated Travellers" box for externally funded travellers outside of RMIT. ie. Dependant.

A. CREATE REQUISITION



RETURN TO CREATE REQUISITION TITLE PAGE

LAST

NEXT

A. CREATE REQUISITION

A. NAVIGATING IN TRAVEL PORTAL

Portal Home
Click to go to your Portal Home screen at anytime

A. B. C. D. E. G.
✉ ✖ 👤 🖨️ 💾 ? 📎

Traveller Details Purpose of Travel Flights Accommodation Car Hire / Other Cost Estimates Confirmation

Tool bar to indicate what page of the requisition you are currently on. Page is highlighted in blue box.

Journey Title * AUPN Conference United Kingdom - August 2011
 Departure Date (from Australia) * 13/08/2011
 Surname * TRAVELLER
 Given Name * JOHN TEST
 Employee ID E00001
 Business Unit (Faculty) Research Investment Funds
 Branch (Org Unit) Global Cities Institute
 Traveller's Email * E00001@EMS.RMIT.EDU.AU
 Role Type Traveller

Return Date (to Australia) * 24/08/2011
 User ID (Traveller) TRA009
 Requisition Date 13/07/2011
 Approval Status New
 Travel Arranger TRAVELLER, JOHN
 Phone * 0399050676
 Mobile
 Facsimile
 Last Updated By
 Date Updated

Portal Home
Pending Approval
✉ ? 🛩️

To jump back into a created requisition, click the "blue aeroplane" icon located on your Portal Home screen.

- A. Email trip plan to traveller
- B. (Solid red circle)**
Cancel the requisition completely
- ✖ (Red circle with cross)**
Cancel, but requisition will remain in list on Portal Home
- C. View approval workflow
- D. Print trip plan
- E. Save requisition
- G. Attach files to requisition

A. CREATE REQUISITION



LAST

**B. ATTACH QUOTE**

NEXT



B. ATTACH QUOTE & SUPPORTING DOCUMENTATION

Attach any travel cost estimates (quote) from your preferred RMIT travel agent, along with any supporting documentation for the trip. If you have sourced the cost estimate and itinerary from Sabre Online, please write this as a comment in any free text field so that your approver will know where you have obtained the costs from.

Select a grey page button to go to the topic

-  **Purpose of Travel Screen**
-  **Attach Quote & Supporting Documentation**

**B. ATTACH QUOTE
& SUPPORTING
DOCUMENTATION**



RETURN TO CREATE REQUISITION TITLE PAGE

B. ATTACH QUOTE

B. PURPOSE OF TRAVEL SCREEN

Portal Home Search Request Domestic Travel Request International Travel Forms Calculators Portal Help

RMIT UNIVERSITY

International Travel Request (Complex)

Create Request Estimate Cost Submit for Approval Approval Pending Approval Obtained Book Travel

Traveller details Purpose of Travel Flights Accommodation Car Hire / Other Cost Estimates Confirmation

Traveller's Name: TRAVELLER, JOHN TEST Requisition Number: 00003300

Nature of Travel...
 Business Travel
 Business / Private Travel
 2 Total Private Days
 Click here if you require a Leave Form

Trip Reason
 Purpose of Travel / Accommodation

Attend Conference
 Attend Meeting
 Marketing and Promotions
 Other
 Present at a Conference
 Student Placement
 Teaching Obligation
 Undertake Research

Select your Trip Reason
 Attend Conference
 Attend Meeting
 Marketing and Promotions
 Other
 Present at a Conference
 Student Placement
 Teaching Obligation
 Undertake Research

Specify any private travel days and complete your leave form

Purpose of Travel screen- Fill in your trip reason and specify any private days planned during your itinerary.

Attach any supporting documentation to assist you approver.

B. ATTACH QUOTE & SUPPORTING DOCUMENTATION




RETURN TO CREATE REQUISITION TITLE PAGE

LAST

NEXT

B. ATTACH QUOTE

B. ATTACH QUOTE

Use  to attach your travel agent quote and any supporting documentation.

✈ International Travel Request (Complex)

➔ Create Request ➔ Estimate Cost ➔ Submit for Approval

Traveller Details **Purpose of Travel** Flights Accounts

Trip Reason: Attend Conference

Purpose of Travel / Additional Details

Attached:

- Travel plan documentation
- Travel agent quote #1079
- AUSAID Conference Agenda
- Externally funded hotel accommodation

On the “Purpose of Travel” Screen, use the free text box to list attached documents.


Requisition Documents - Windows Internet Explorer

https://www.trobexis.com/rmittst/DocManager/RequisitionDo

Requisition document storage capacity is 5 Mb. Capacity usage is currently 1%.

Cat.	FileName	SizeKB	AddedBy	Date
General	SIM 2011 Graduation Agenda.doc	97.5	E86010	10/06/2011 4:29 PM

Can't see "attachment" box?



TURN OFF your browser pop-up blocker to avoid system errors

Pop-up blocked. To see this pop-up or additional options click here...

Trobexis.com

B. ATTACH QUOTE & SUPPORTING DOCUMENTATION





**C. FILL IN FLIGHT & COST ESTIMATES SCREEN**

C. FILL IN FLIGHT & COST ESTIMATES SCREEN

The Flights screen is essentially your trip plan and allows your approvers to view which destinations you are travelling to. This screen will also detect if travel is going to high risk destinations.

The Cost Estimates screen is where you input your budget against relevant internal order numbers. This is also where you fill in your own per diem claim.

Select a grey page button to go to the topic

-  **Flights Screen**
-  **Accommodation & Car Hire details Screens**
-  **Cost Estimates Screen – Selecting Internal Order Numbers**
-  **Per Diem Calculator**

C. FILL IN FLIGHT &
COST ESTIMATES
SCREEN



RETURN TO CREATE REQUISITION TITLE PAGE

C. FILL IN FLIGHT & COST ESTIMATES SCREEN

C. FLIGHTS SCREEN

International Travel Request (Complex)

Create Request → Estimate Cost → **Flights** → Submit for Approval → Approval Pending → Approval Obtained → Book Travel

Traveller Details Purpose of Travel **Flights** Accommodation Car Hire / Other Cost Estimates Confirmation

Traveller's Name: TRAVELLER, JOHN TEST Requisition Number: 00003300

Flight From	Flight To	Airport	Flight Date	Flight Time	Airline
Melbourne	Hong Kong	HKG	23/08/2011		Any
Hong Kong	Singapore	SIN	25/08/2011		Any
Singapore	Sydney	SYD	29/08/2011		Any
Sydney	Melbourne	MEL	01/09/2011		Any

Destination Country **Risk Rating**

Hong Kong (SAR) Low

Singapore Low

Australia Low

Australia Low

Risk rating will appear once you enter destinations.

Risk ratings are refreshed daily and are inputted from International SOS.

Use the "white arrow boxes" to select your destination

Use "Flight Comments" box to state any how you sourced your cost estimate and itinerary.

Flight Comments

Travel Agent Quote #1079/ Sabre online quote for Domestic flight \$195.00
Travel arranger - John Smith

< Previous Next >

Flights screen- This is a trip plan to notify your approvers of destinations that you will be travelling to.

C. FILL IN FLIGHT & COST ESTIMATES SCREEN



RETURN TO CREATE REQUISITION TITLE PAGE

LAST



C. FILL IN FLIGHT & COST ESTIMATES SCREEN

NEXT



ACCOMMODATION & CAR HIRE SCREEN

Contact your consultant at a RMIT preferred travel agency to book your accommodation requirements direct.
Please attach any supporting documentation to the requisition.

The screenshot shows two overlapping windows of the 'International Travel Request (Complex)' system. The top window is on the 'Accommodation' tab, showing a table with columns for City, Hotel Name, and Check In. The bottom window is on the 'Car Hire / Other' tab, showing a table for 'OTHER MODES OF TRANSPORT' with columns for Mode of Transport, Vendor Name, Departure Location, Arrival Location, Depart Date, and Depart Time. A large red box is overlaid on the center of the screenshots with the text 'SKIP - ATTACH RELEVANT DOCUMENTATION'.

C. FILL IN FLIGHT & COST ESTIMATES SCREEN



RETURN TO CREATE REQUISITION TITLE PAGE

C. FILL IN FLIGHT & COST ESTIMATES SCREEN

C. COST ESTIMATES SCREEN

Selecting Internal Order Numbers

→ Create Request → Estimate Cost → Submit for Approval → Approval Pending → Approval Over

Traveller Details Purpose of Travel Flights Accommodation Car Hire / Other **Cost Estimates** Confirmation

Use the “white arrow boxes” to choose alternative Travel Expense Categories (great for splitting costs across different IOs)

Requisition Number: 00003300

Manage Account Code Favourites
 Search By Internal Order Number Search
 Internal Order: 310706
 310706 Corporate Subscriptions

Contact your finance officer if you are unsure what internal order number you need to use.

Travel Expense Category	Internal Order Number	Uni. Funded	Ext. Funded
Air Fares	<input type="text"/>		
Accommodation	<input type="text"/>		
Conference Fees	<input type="text"/>		
Taxis	<input type="text"/>		
Rail Fares	310706 Corporate Subscriptions	1400.00	0.00
Bus/Coach Fares	<input type="text"/>		
Car Hire	<input type="text"/>		

+ More Rows

SELECT YOUR INTERNAL ORDER NUMBER – To get an Internal Order number, select the “magnifying glass” icon to bring up a search box. Select the result and “Add to Favourites”.

Use the “white arrow boxes” to choose internal order numbers saved to your favourites.

IMPORTANT: You must place a value against any line where you have selected an Internal Order Number and vice versa, otherwise you can't get past this screen.

Internal Order Number	Uni. Funded	Ext. Funded
310706 Corporate Subscriptions	1400.00	0.00

C. FILL IN FLIGHT & COST ESTIMATES SCREEN



LAST

NEXT

C. FILL IN FLIGHT & COST ESTIMATES SCREEN

C. PER DIEM CALCULATOR

Bring up the Per Diem box by clicking the “green circle” icon.

Remember to match your Per Diem amount to an IO number!

- The Flights Screen of the requisition must be completed to obtain the allowance calculation

- Only one Internal Order Number can be used towards your per diem payment

Click “Post Claim to Requisition” once you are happy with your entry.

[Post Claim to Requisition](#)

Location	Days Claimed (Max. 10 Days)	Depart / Return Adj.	Rate Adj.%	Agreed Total Amount	Breakfast	Lunch	Dinner	Incidental	Line Total
Hong Kong (SA)	2	Full Day	100.00	0.00	0.00 <input type="checkbox"/>	42.91 <input checked="" type="checkbox"/>	73.81 <input checked="" type="checkbox"/>	35.00 <input checked="" type="checkbox"/>	303.44
		Full Day	100.00	0.00	0.00 <input checked="" type="checkbox"/>	0.00 <input checked="" type="checkbox"/>	0.00 <input checked="" type="checkbox"/>	0.00 <input checked="" type="checkbox"/>	0.00
		Full Day	100.00	0.00	0.00 <input checked="" type="checkbox"/>	0.00 <input checked="" type="checkbox"/>	0.00 <input checked="" type="checkbox"/>	0.00 <input checked="" type="checkbox"/>	0.00
		Full Day	100.00	0.00	0.00 <input checked="" type="checkbox"/>	0.00 <input checked="" type="checkbox"/>	0.00 <input checked="" type="checkbox"/>	0.00 <input checked="" type="checkbox"/>	0.00

It is at the discretion of the individual departments to determine whether or not a travel allowance will be paid, or whether the full amount calculated will be paid. This must be reviewed with your supervisor or relevant department manager prior to completing the calculator.

C. FILL IN FLIGHT & COST ESTIMATES SCREEN



C. SUBMIT FOR APPROVAL

The Flights screen is essentially your trip plan and allows your approvers to view which destinations you are travelling to. This screen will also detect if travel is going to high risk destinations.

The Cost Estimates screen is where you input your budget against relevant internal order numbers. This is also where you fill in your own per diem claim.

Select a grey page button to go to the topic

-  **Confirmation Screen**
-  **Where in the Approval Workflow?**



D. SUBMIT FOR APPROVAL

D. SUBMIT FOR APPROVAL – CONFIRMATION SCREEN

- Tick all the terms & conditions boxes and click “Accept Policy Conditions”.

- Select appropriate Level 1 Approver from the drop down menu on “Confirmation” screen.

- Submit for approval.

Submit for Approval

International Travel Request (Complex)

[Create Request](#)
[Estimate Cost](#)
[Submit for Approval](#)
[Approval Pending](#)
[Approval Obtained](#)
[Book Travel](#)

[Traveller Details](#)
[Purpose of Travel](#)
[Flights](#)
[Accommodation](#)
[Car Hire / Other](#)
[Cost Estimates](#)
[Confirmation](#)

Traveller's Name: **TRAVELLER, JOHN TEST** Requisition Number: **00003300**

I have read and understood the **RMIT Travel Policy**.
 I have read and understood the **RMIT Credit Card Policy**. (If not applicable tick to complete)
 I have approval from my Supervisor and have arranged cover for my workload while I am travelling. (If applicable)
 I have reviewed the estimated cost of the travel and confirmed with the Finance Officer in my area that there are funds available for this journey.
 I have read the information on the **ISOS Country Guide Website** and I have or will undertake any health recommendations.

Accept Policy Conditions

Level 1 Approver: MARTIN, RYAN (ADM111)

[< Previous](#) [Submit for Approval](#)

- MARTIN, RYAN (ADM111)
- ADAMS, DAVID (E77031)
- GROOT, SHIRLEY (TAP111)
- JONES, MARY (ARR222)

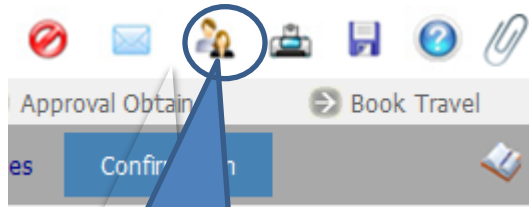
D. SUBMIT FOR APPROVAL



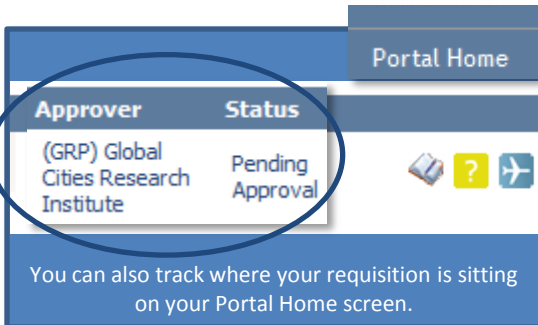
RETURN TO CREATE REQUISITION TITLE PAGE

D. SUBMIT FOR APPROVAL

APPROVAL WORKFLOW



To view the approval workflow at any time click the “man woman” icon located within the requisition



You can also track where your requisition is sitting on your Portal Home screen.

Travel requisition approvals now follow Financial Delegation

WORKFLOW ANALYSIS

Requisition # 00003449
 Traveller Name APPROVER, TEST ONE
 Journey Title TEST BOOKING ONLY - PLEASE IGNORE NOTIFICATIONS

Travel Request Audit Trail				
Level	User Name	Req Status	Date/Time Stamp	
Standard Workflow Rule				
Level	Approver Name	Dollar Limit	ISOS Security Risk Limit	ISOS Medical Risk Limit
1	APPROVER, TEST ONE (X04650)	4000.00 [R1]	Low	Low
2	APPROVER, TEST TWO (X03911)	8000.00 [R2]	Low	Low
3	APPROVER, TEST ONE (Void)	10000.00 [R3]	Low	Low
4	APPROVER, TEST ONE (Void)	0.00	Low	Low

Travel requisitions will now follow financial delegation along the travellers' approval line. This means that requisitions will be approved based on value.

Please note that requisitions:

- Created by travel arrangers will still require traveller terms & conditions acceptance (via current email arrangement)
- Will still flow through your financial officers for budgetary checks
- That fall in the "Extreme" risk category will automatically escalate to COO review and approval

D. SUBMIT FOR APPROVAL



STEP THREE :



REQUISITION APPROVED? PROCEED TO BOOK YOUR TRAVEL

Select a grey page button to go to the topic

- **Forward Approval Email to your consultant, or**
- **Go to Sabre Online to make your travel booking yourself**
- **Approved but can't find the email?**

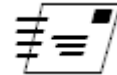




LAST

NEXT

3. APPROVED? BOOK YOUR TRAVEL – OPTION #1



FORWARD APPROVAL EMAIL

- Travel Agent quoted
- Sabre Online quoted

TO YOUR AGENT

& RECEIVE FINAL E-TICKET

REQUISITION NUMBER (8 DIGITS) REQUIRED FOR EVERY BOOKING

CLICK “NEXT” TO SEE HOW TO FORWARD THE APPROVAL EMAIL

APPROVED?
BOOK YOUR
TRAVEL!



3. APPROVED? BOOK YOUR TRAVEL – OPTION #2

SELF BOOK YOUR TICKET ONLINE



REQUISITION NUMBER (8 DIGITS) REQUIRED FOR EVERY BOOKING
Example requisition: 00005142

APPROVED?
BOOK YOUR TRAVEL!



APPROVED? BOOK YOUR TRAVEL!

FINAL APPROVAL – FORWARD THE EMAIL RECIEVED

FORWARD EMAIL

Forward

To:

From: <admin@troboxis.com>
 To: <E86010@ems.rmit.edu.au>
 Subject: ****ACTION REQUIRED**** Release your Requisition for Ticketing (Travel Approved)
 Attachments: DR.html (8797 bytes) [View] [Save As]
 Mime.822 (15159 bytes) [View] [Save As]

IF YOUR REQUISITION WAS CREATED ON YOUR BEHALF BY A RMIT APPOINTED ARRANGER: No further action is required from you, as your requisition will be finalised by your RMIT appointed arranger on your behalf.

Requisition Number	
Traveller	
Journey Title	University Research and Innovation Capacity
Funding	340366 Discipline Units
Approver	Level 3
Trip Reason	Attend Conference

Forward the final approval email (marked “Travel Approved”) to get your ticket issued.

The itinerary will then be issued and final e-ticket will be emailed.

**ALTERNATIVELY...
SELF BOOK YOUR TICKET USING**



APPROVED?
BOOK YOUR
TRAVEL!



APPROVED? BOOK YOUR TRAVEL!

APPROVED BUT CAN'T FIND THE EMAIL?

Print out your requisition, save as a PDF and email to your travel consultant.

To jump back into a created requisition:

Click the "blue aeroplane" icon located next to your requisition on your Portal Home screen.

Domestic Travel | Request International Travel | Forms | Calculators | Portal Help

Click the "Printer" icon.

Request (Complex)

Submit for Approval | Approval Pending | Approval Obtained | Book Travel

Flights | Accommodation | Car Hire / Other | Cost Estimates | Confirmation

Requisition Number: 00003300

Conference United Kingdom - August 2011

Return Date (to Australia): 24/08/2011

User ID (Traveller): TRA009

International Travel Request - Windows Internet Explorer

International Travel Request

Journey Title	Off shore Graduation 2011 - SIN + HKG	Request Date	06/06/2011
Traveller Name	MARTIN, RYAN	Travel Arranger	CHEAH, FOONG-YUE
Requisition Number	00003277	Email	EB6510@rmit.edu.au
Business Unit (Faculty)	Services and Resources	Phone	0400 0000
Branch (Org Unit)	Financial Services	Facsimile	
Approval Status	Approved	Mobile	
Departure Date	23/08/2011	Return Date	28/08/2011
Travel Agent Name		Travel Agent Ref	

Purpose of Travel / Additional Details
SIN and Hong Kong Graduations 2011 Attached: - Travel plan documentation - Campus Travel Quote #7045

Private Travel Days: 1

Associated Travellers

Surname	Given Name	Traveller Type

Travel Agent Comments

Flights

Flight From	Flight To	Airport	Flight Date	Flight Time	Airline	Destination Country	Risk Rating
Melbourne	Hong Kong	HKG	23/08/2011		Any	Hong Kong (SAR)	Low
Hong Kong	Singapore	SIN	25/08/2011		Any	Singapore	Low
Singapore	Melbourne	MEL	28/08/2011		Any	Australia	Low

PDF icon

3300 - Martin, Ryan - itinerary

CREATING PDF FILES:

- Press "Control +P" on your keyboard to bring up your print dialog box.
- Select your PDF writer and save the file to your desktop.

You can now attach this file to your email to send to your travel consultant.

APPROVED? BOOK YOUR TRAVEL!



LAST

USEFUL RESOURCES

SABRE ONLINE

Email rmit@ctconnections.com.au
Sabre Online Support provided by CT Connections
Phone +61 3 8527 4040 or 1300 068 107

RMIT TRAVEL INTRANET

Website www.rmit.edu.au/travel
Access Travel Portal User Guides, Travel Portal training sessions

RMIT BLOG

Link available from RMIT travel intranet
Access will be through “News and Updates” prompt on the RMIT travel intranet

INTERNATIONAL SOS

Website <http://www.internationalsos.com>
Sydney Office +61 2 9273 2781 (24 hours)
RMIT membership login 12ACPA000012

The screenshot displays the RMIT University website's '3 Steps to Book Travel' page. At the top, there are navigation links for 'QUOTE, APPROVAL, BOOK TRAVEL' and 'GUIDE FOR TRAVELLERS: CREATING YOUR OWN REQUISITION'. The main content area features a large graphic with three red buttons labeled 'QUOTE', 'APPROVAL', and 'BOOK' arranged in a sequence. Below this, there are sections for 'Plan', 'Approval', and 'Book', each with a list of links. The 'Plan' section includes links for Planning Tips, Preferred Travel Suppliers, Travel Policy, and Travel Risk & Visa Information. The 'Approval' section includes links for Access Travel Portal, User Guides, and Help. The 'Book' section includes links for Payment Options, How to Book?, and Traveller Check List. There are also sections for 'Travel Portal Training 2011' and 'International SOS'.