How to Book Domestic Travel

GET APPROVAL
via
- Serko
or
- Travel approval form
or
- Email/other digital method

BOOK TRAVEL
via
- Serko
or
- Travel management company
  - STA Travel
  - ATPI Voyager
  - Anywhere Travel
  - Campus Travel

MY TRIPS
Online itinerary
Compulsory for all travellers

TRAVEL DIARY
Compulsory for staff if away for 6 or more nights

- Attach diary to Serko after travelling if travel is booked via:
  - Serko
  - STA Travel
  - ATPI Voyager
- or
- If travel is booked any other way (including via
Anywhere or Campus travel) attach travel diary via NS Financials

If travel was paid by:
- UNSW credit card: attach diary with the credit card reconciliation
- personal credit card: attach diary with the expense reimbursement
- travel allowance or cash advance: attach diary to the travel allowance settlement.

Enter details into MyTrips if travel is booked any other way

Other
For example:
- Direct with airline
- Other travel agent
- Travel aggregator site