How to Book International Travel

1. **Department of Foreign Affairs and Trade (DFAT) / Smart Traveller**
   - If the risk rating is 3 or 4: complete the risk assessment form and seek further approval.

2. **International SOS (iSOS)**
   - Check: the travel risk rating and the medical risk rating.
   - If either of the ratings are 'high' or 'extreme': complete the risk assessment form and seek further approval.

**GET APPROVAL**

- **Serko**
- **Travel approval form**

**BOOK TRAVEL**

- **Serko**
- **Travel management company**
  - STA Travel
  - ATPI Voyager
  - Anywhere Travel
  - Campus Travel

**MY TRIPS**

- **MyTrips/I/SOS**
  - MyTrips/International SOS (iSOS)
  - is automatically updated if travel is booked via Serko or one of the four travel management companies

**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
  - Anywhere Travel
  - Campus Travel
  - 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.

**TRAVELLING OVERSEAS?**

- Check risk rating

**TRAVELING OVERSEAS?**

- Travel approval form
- Email/other digital method

All approved travel is insured.

**Email itinerary to**

- mytrips@travelsecurity.com
- or directly input itinerary into MyTrips

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