UNSW SERKO® ONLINE

ADDING A TRAVELLER TO YOUR PROFILE

WHEN TO USE ‘ADDING A TRAVELLER TO YOUR PROFILE’

Please use ‘Adding a Traveller to Your Profile’ if you needed to do any of the following -

- Book Travel for a Traveller other than yourself.
- View booking for another Traveller to attach a Travel Diary, Change Travel Allowance amount etc.

The process for recording travel will be through SERKO® Online Custom Booking functionality as outlined below.

Note: -
Travel Coordinator access is required to add a Traveller to your profile, please email Travel@unsw.edu.au with your staff ID requesting this access.

HOME PAGE

From the Home Page select ‘My Profile’.

Web Address: https://unsw.serko.travel/Login/unsw
Adding a Traveller to Coordinator Profile

**MY PROFILE**

Select the Travel Coordinators Tab

**TRAVEL COORDINATORS**

Select ‘Add My Traveller’.
ADD MY TRAVELLER

Enter search criteria, e.g. Surname, and then select 'Search'.
Select the traveller you wish to add, and then select 'Ok'.

Notes:-
1. If you cannot find a traveller it means they do not have a profile in SERKO and will need to create one.

TRAVELLER HAS BEEN ADDED

The Traveller has now been added and you will be able to make booking as a Travel coordinator.