UNSW SERKO® ONLINE

AUTHORISATION

Web Address: https://unsw.serko.travel/Login/unsw

HOW TO APPROVE/ REJECT TRAVEL IN SERKO® ONLINE

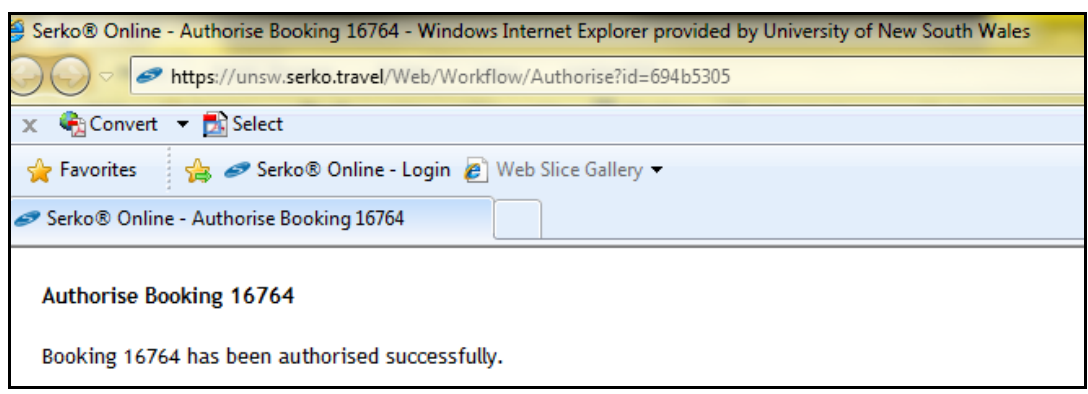Travel booked in SERKO® can be authorised/ rejected by two (2) methods:
1) Clicking on the relevant Accept/ Reject link provided in the email notification received advising you have travel to review. (This email will not be sent until the Traveller has completed the UNSW Tab)
2) Logging into SERKO® and finalise online

1. APPROVE/ REJECT TRAVEL VIA EMAIL NOTIFICATION

Select the appropriate link from within the approval request email, once this is done a web page will open showing the status of the booking. Once the selected action is successful there are no further actions required.

To authorise this travel, please click on the following link:

<https://unsw.serko.travel/Web/Workflow/Authorise?id=3ea2dfda>

To reject this travel, please click on the following link:

<https://unsw.serko.travel/Web/Workflow/Reject?id=3ea2dfda>

Serko® Online - Authorise Booking 16764 - Windows Internet Explorer provided by University of New South Wales

https://unsw.serko.travel/Web/Workflow/Authorise?id=694b5305

X Convert ▾ Select

⭐ Favorites | Serko® Online - Login | Web Slice Gallery ▾

Serko® Online - Authorise Booking 16764

Authorise Booking 16764

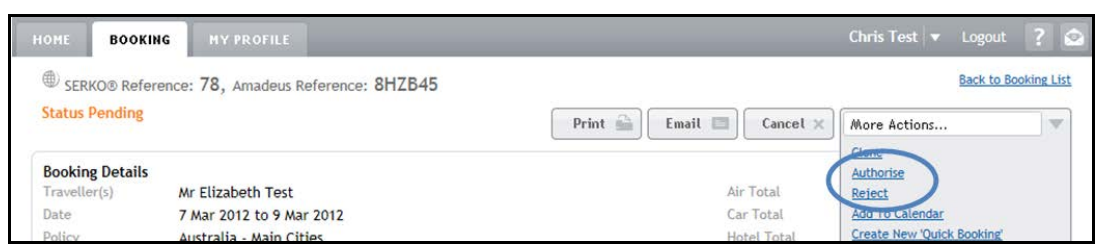Booking 16764 has been authorised successfully.

2. AUTHORISATION WITHIN SERKO®

After logging into SERKO® any bookings that require your Authorisation will be shown. Select the booking you wish to approve.
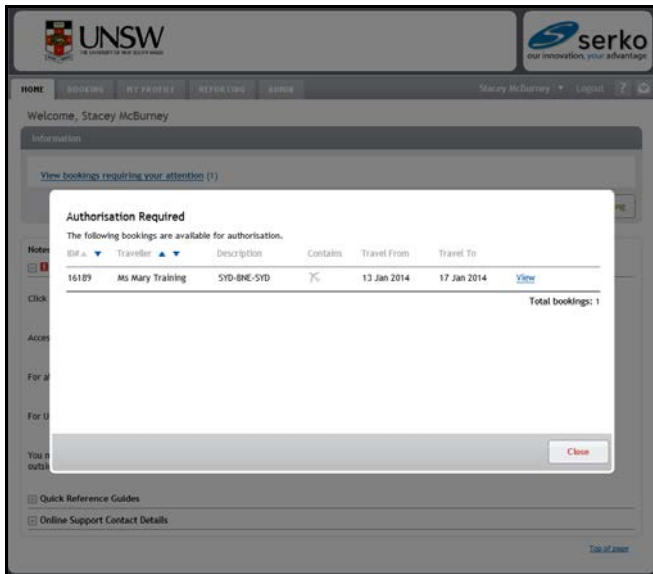
From the More Actions drop down select either 'Authorise' or 'Reject'.

Note: If rejecting a booking you will be required to enter a reason for rejection.

BOOKING AUTHORISED

The booking will be successfully authorised and the status updated to 'Authorised' in SERKO.

Note 1: An email will be sent to the Travel Booker advising the booking is authorised.

Note 2: The booking can now be ticketed by the TMC.