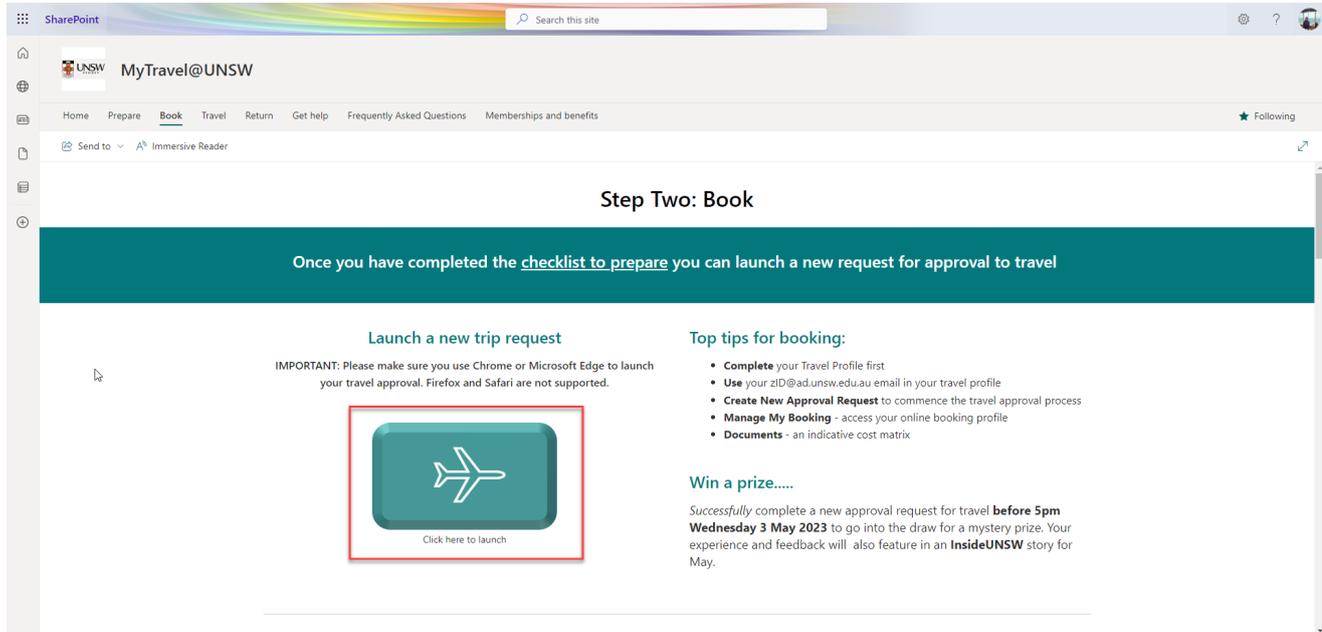


CVEN HDR - How to submit a pre-trip request via FCM

After you have approval from the school to travel using school conference funds, you must submit a pre-trip request in MyTravel to seek approval from the University travel team -

<https://unsw.sharepoint.com/sites/MyTravel/SitePages/Book-travel.aspx>

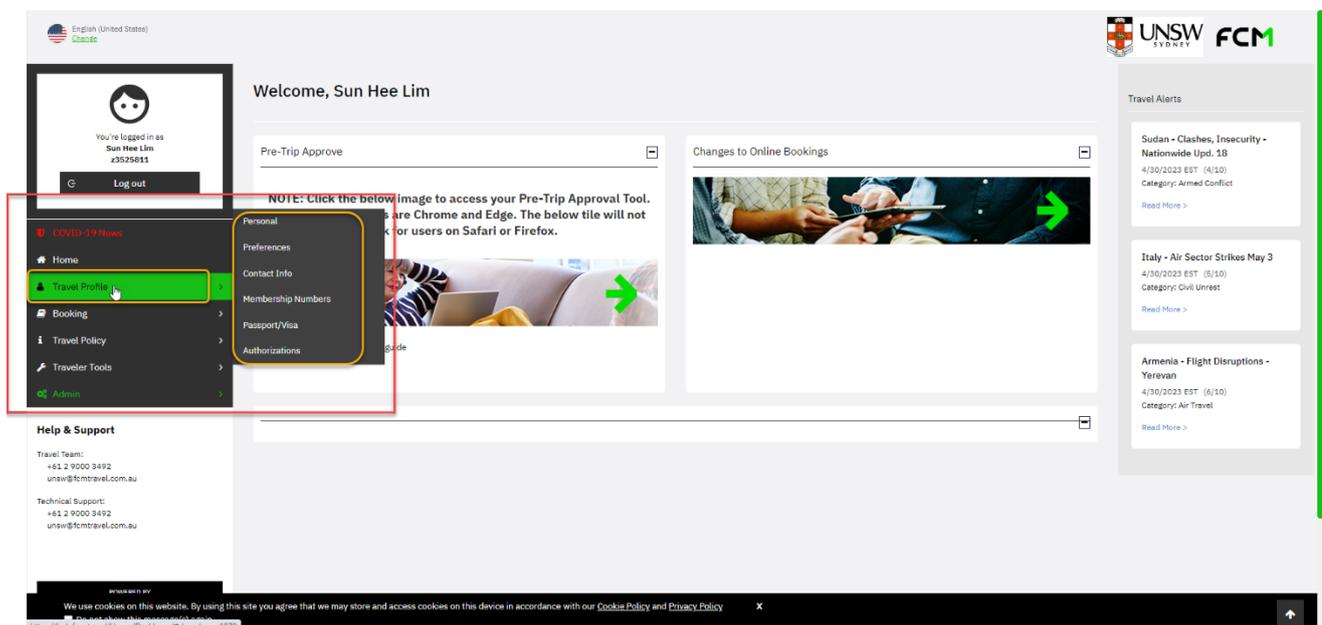
If you are unable to access the travel system, please contact HDR support officer, Sunhee Lim (eng.hdr.cven@unsw.edu.au).



(1) Once you are logged into FCM, complete your Travel Profile first. Use your "zID@ad.unsw.edu.au" email in your travel profile.

- Check your name is exactly as per your passport
- Check your gender and title (noting that airlines require common titles)
- Add any loyalty or membership details
- Ensure your mobile number is added

Make amendments where required to the profile



(2) Create a new request using Pre-Trip approve button on the main page

English (United States) [Change](#)

UNSW SYDNEY FCM

Welcome, Sun Hee Lim

You're logged in as Sun Hee Lim z35250811 [Log out](#)

COVID-19 News

- Home
- Travel Profile
- Booking
- Travel Policy
- Traveler Tools
- Admin

Help & Support

Travel Team:
+61 2 9000 3492
unsw@fcmtravel.com.au

Technical Support:
+61 2 9000 3492
unsw@fcmtravel.com.au

Pre-Trip Approve

NOTE: Click the below image to access your Pre-Trip Approval Tool. Supported browsers are Chrome and Edge. The below tile will not work for users on Safari or Firefox.

Click [here](#) for a quick reference guide

Changes to Online Bookings

Travel Alerts

- Israel - Protests, Strikes - Nationwide Upd. 6**
4/30/2023 EST (3/10)
Category: Civil Unrest
[Read More >](#)
- Sudan - Clashes, Insecurity - Nationwide Upd. 18**
4/30/2023 EST (4/10)
Category: Armed Conflict
[Read More >](#)
- Italy - Air Sector Strikes May 3**
4/30/2023 EST (5/10)
Category: Civil Unrest
[Read More >](#)

powered by

We use cookies on this website. By using this site you agree that we may store and access cookies on this device in accordance with our [Cookie Policy](#) and [Privacy Policy](#) X

Do not show this message(s) again

Pro: Version 20230424.2 Sun Hee Lim | [Log out](#)

FCM

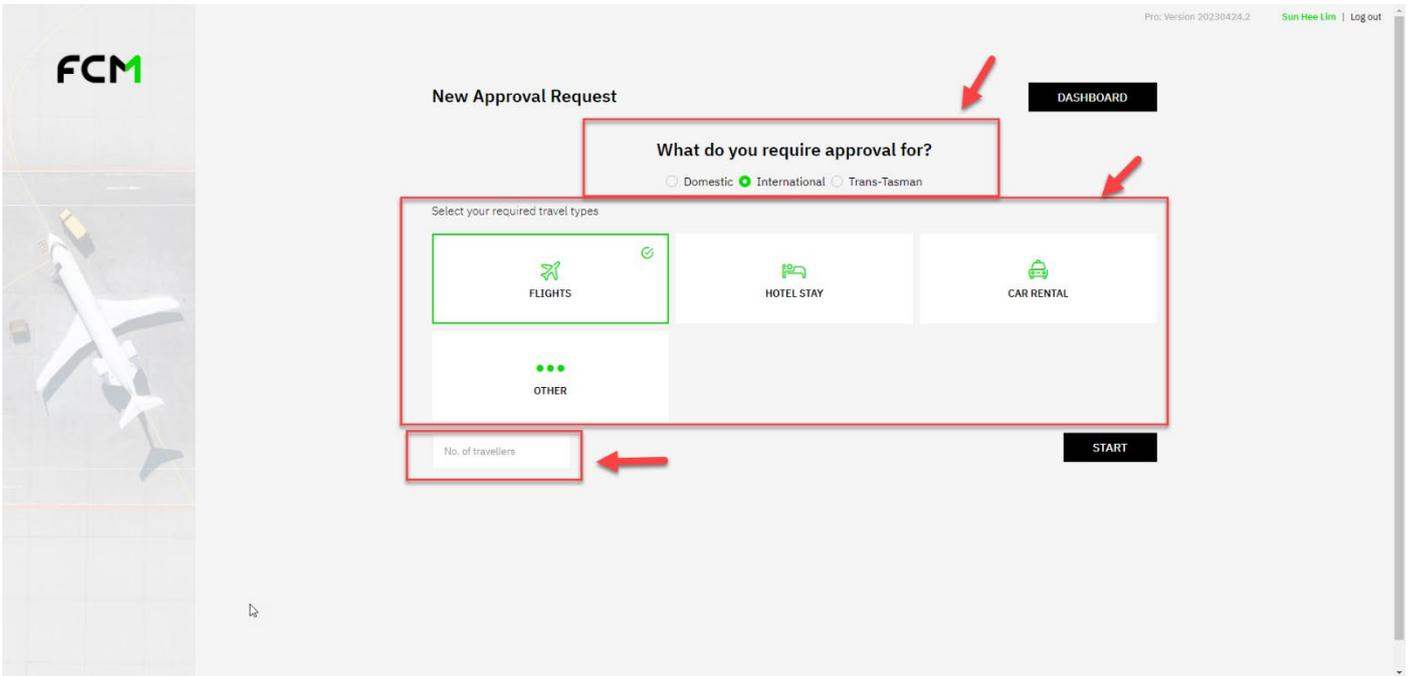
Approvals dashboard [Approvals Library](#) **CREATE NEW REQUEST** [EXPORT](#)

[My drafts / 0](#) [My pending requests / 0](#) [My actionable requests / 0](#)

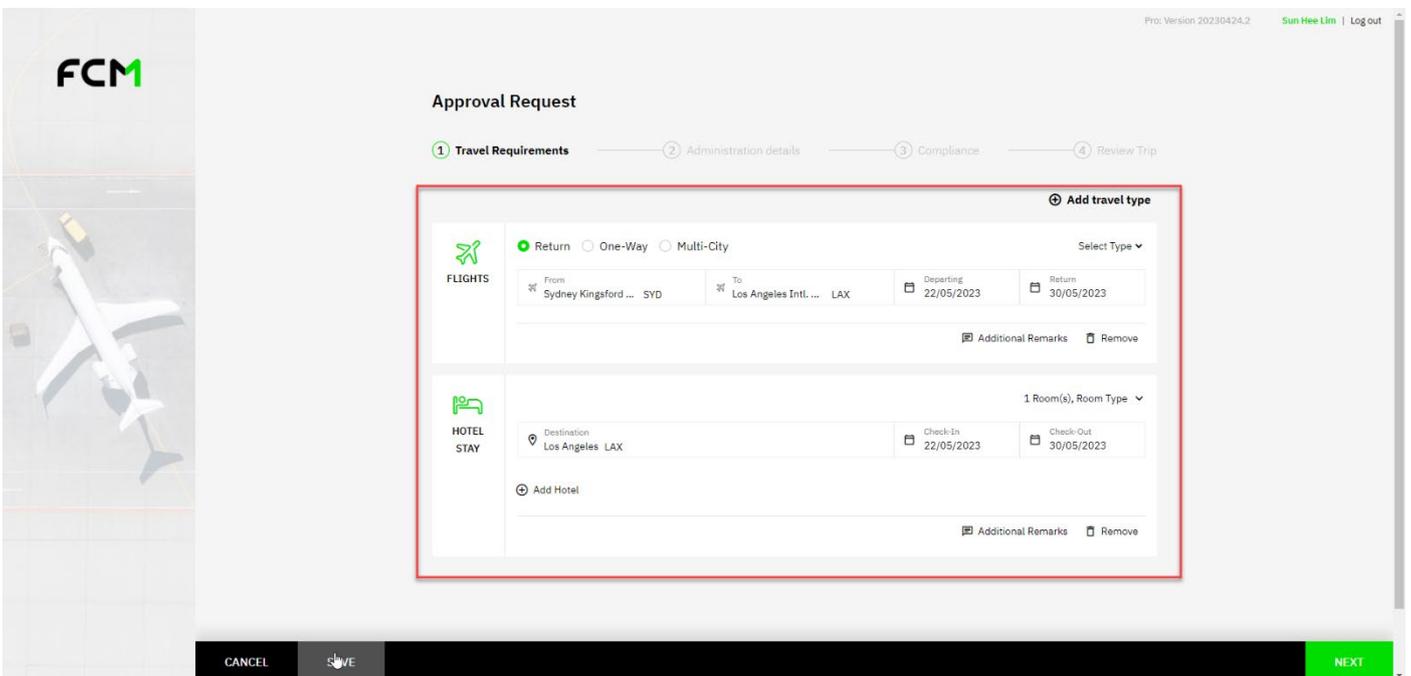
You currently have nothing to display.

(3) On New Approval Request page, select travel type (Domestic, International or Trans-Tasman (New Zealand)). Please select travels you need to book and enter number of travellers. Click “Start”

**** The UNSW Travel Policy and Procedure stipulate that all UNSW travel should be booked with our Travel Provider. This is important from a Duty of Care perspective - especially in case of an emergency situation or medical event. In the event an external party has made your Travel Booking, or you don't require a booking to be made by FCM team, please refer to page 7, item (12) instead ****



(4) Enter details of travel requirements and click “NEXT”.



(5) Administration details page will provide a risk rating for your destination. For destinations with DFAT level 3 and 4, or where a UNSW risk rating is displayed, a [UNSW Risk Assessment Form](#) must be completed and submitted as part of the request.

(6) Click “Search Travellers” and find your details and click “Confirm”.

FCM

Approval Request

1 Travel Requirements — 2 Administration details — 3 Compliance — 4 Review Trip

✓ Low risk destination
Additional documentation and approvers may be required [View Details](#)

WHO IS TRAVELLING
Who is going on the trip? **SEARCH TRAVELLERS**

TRIP ARRANGER
Who is managing and booking this trip
Sun Hee Lim
z3525811@ad.unsw.edu.au

REASON
Please provide the reason for your travel request
Select Reason for travel
Enter extra detail related to your trip
255/255

DATA CAPTURE AND REPORTING
Project Department Fund

CANCEL SAVE PREV NEXT

FCM

Approval Request

1 Travel Requirements — 2 Administration details — 3 Compliance — 4 Review Trip

✓ Low risk destination
Additional documentation and approvers may be required [View Details](#)

WHO IS TRAVELLING
Selected Travellers: 1 Remove All + Add Travellers

Add Travellers
Selected Travellers: 1 Clear All

Sun Hee Lim z3525811@ad.unsw.edu.au LEAD

CONFIRM CANCEL

Enter extra detail related to your trip
255/255

CANCEL SAVE PREV NEXT

(7) Provide the reason for your travel. **You will need to select “Student” for Traveller Type and “No” for the question “Is UNSW fully funding”.** You can also upload relevant supporting documentation for your travel in Attachment section.

FCM

REASON
Please provide the reason for your travel request

Select Reason for travel:
Conference

Attending a conference to present

34/255

DATA CAPTURE AND REPORTING

Project: NOT APPLICABLE | Department: NOT APPLICABLE | Fund: NOT APPLICABLE

Traveller Type: Student | Is UNSW Fully Funding?: No | Secondary Funding Source: Not Applicable

2nd Project Code: NOT APPLICABLE | 2nd Department Code: NOT APPLICABLE | 2nd Fund Code: NOT APPLICABLE

% Allocated to 2nd Funding Source: Not Applicable

ATTACHMENT
Please provide any supporting documentation

Drag & Drop, or Max file size 10mb **BROWSE FILES**

Invitation email.pdf COMPLETED

CANCEL SAVE PREV NEXT

(8) Checklist/Declaration area contains the confirmations the UNSW requires prior to you completing your approval request. Please review and acknowledge with a tick accordingly.

CHECKLIST / DECLARATIONS
Please provide confirmation for each check list item

- If you are travelling as a group of 10+ people have you completed the Group Travel Form and contacted the UNSW Insurance Manager via financehelp@unsw.edu.au
- If you are a traveller over 70 years old or taking UNSW-owned equipment item/s valued over \$15k, have you contacted the UNSW Insurance Manager via financehelp@unsw.edu.au
- If you are travelling with any UNSW students under 18 years old have you sought advice from Student Support | UNSW Current Students to understand the requirements under the Education Services for Overseas Students (ESOS) (for International students) and Child Protection legislation (for all students).
- Confirm that you are fit to travel and consult with Human Resources if you have any concerns.
- Confirm that you have obtained the required visa (if applicable), ascertained any vaccination requirements, and organised any required permits/licences for equipment or materials that you are taking on the trip.
- I confirm I have read the UNSW travel policy and procedures.
- I confirm I have noted any specific faculty/school procedures.

CANCEL SAVE PREV NEXT

(9) Please review your request details. Your primary supervisor should be already listed as your Trip approver, if not, you can search them in the system. Please click “Send Request” button to submit your request.

Approval Request

1 Travel Requirements — 2 Administration details — 3 Review Trip

Review

Review the provided information below before submitting your request.

Trip for Sun Hee Lim **LEAD**

Duration: 9 Days | Start: 22/05/2023 | End: 30/05/2023

Trip approver/s hide ^

Level 1: [Dropdown menu] | Select reason for change: [Dropdown menu]

Trip details hide ^

- Trip request id: UNW2HZDHU
- Travel dates: 22 May 2023 - 30 May 2023
- Trip arranger: Sun Hee Lim z3525811@ad.unsw.edu.au

CANCEL SAVE PRINT PREV **SEND REQUEST**

(10) Pre-Trip request will be sent to your supervisor for their review. Once approved, you will get an email from FCM. You can also check the status of your request in FCM dashboard.

FCM

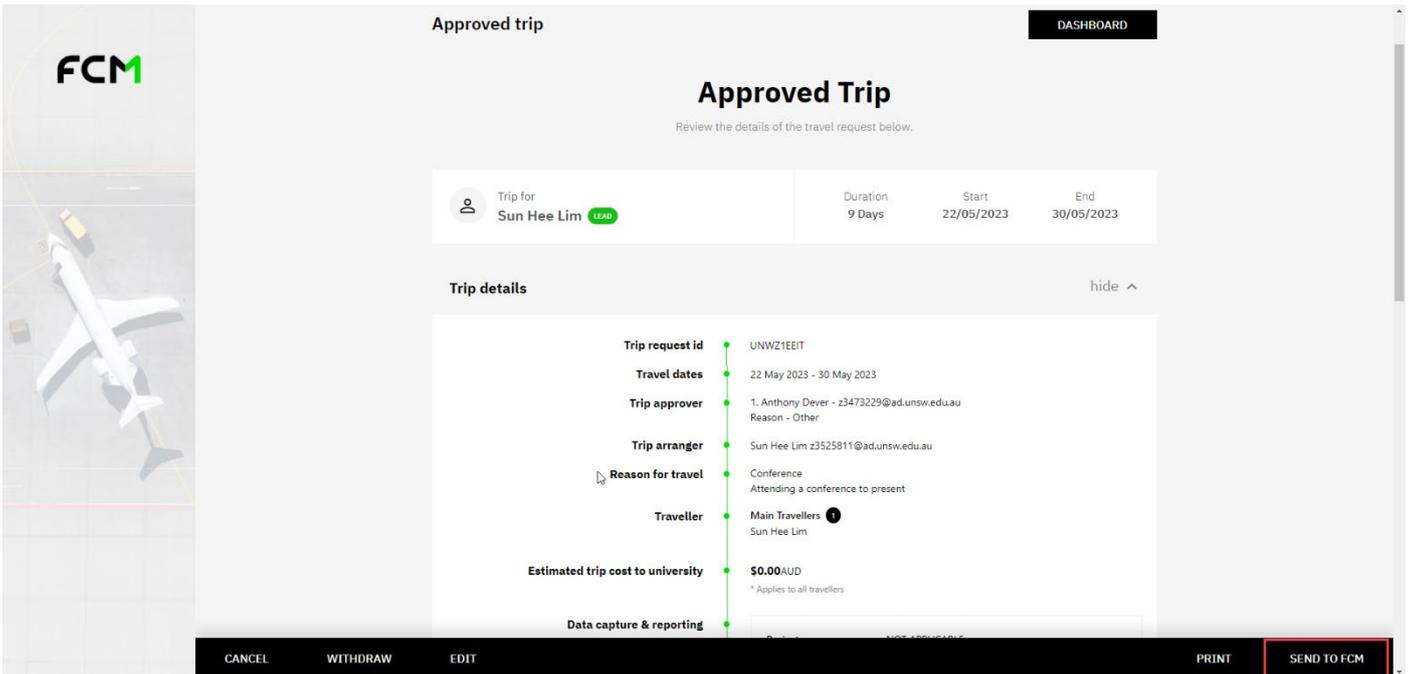
Pro: Version 20230424.2 Sun Hee Lim | Log out

Approvals dashboard Approvals Library **CREATE NEW REQUEST** EXPORT ↗

My drafts / 0 My pending requests / 0 **My actionable requests / 1**

Lead traveller	Trip route	Trip dates	Status	Travellers	Travel types
Sun Hee Lim Trip ID: UNW21EEIT	(SYD) Sydney K... (LAX) Los Ange...	22 May 23 - 30 May 23 9 days	APPROVED	1	

(11) After your Pre-Trip is approved, and you are ready to book your trip, **please send your booking request to FCM travel team by using the button “SEND TO FCM”**. The travel team will assist you with travel booking. **Please let them know that you will pay for your travel first and will apply for a reimbursement.**



Approved trip DASHBOARD

Approved Trip

Review the details of the travel request below.

Trip for **Sun Hee Lim** LEAD

Duration: 9 Days | Start: 22/05/2023 | End: 30/05/2023

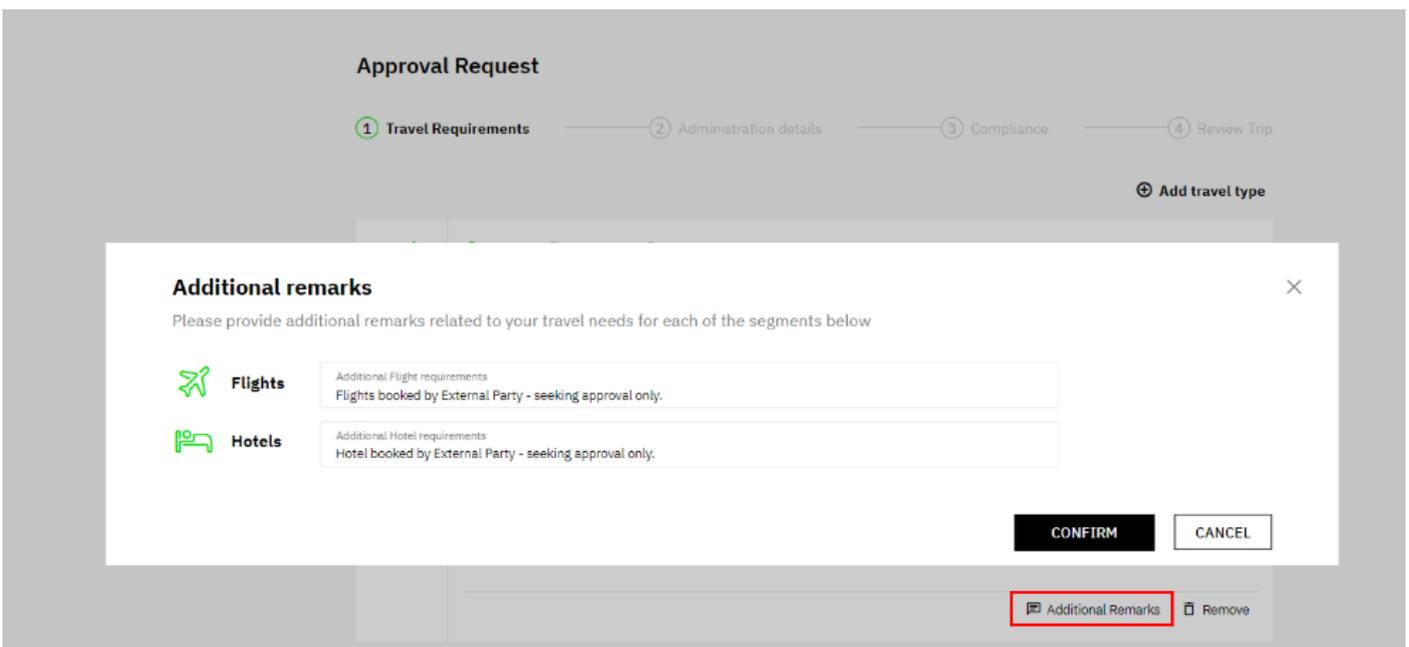
Trip details hide ^

- Trip request id** UNWZ1EEIT
- Travel dates** 22 May 2023 - 30 May 2023
- Trip approver** 1. Anthony Dever - z3473229@ad.unsw.edu.au
Reason - Other
- Trip arranger** Sun Hee Lim z3525811@ad.unsw.edu.au
- Reason for travel** Conference
Attending a conference to present
- Traveller** Main Travellers 1
Sun Hee Lim
- Estimated trip cost to university** \$0.00AUD
* Applies to all travellers
- Data capture & reporting**

CANCEL
WITHDRAW
EDIT
PRINT
SEND TO FCM

(12) What if I don't require a booking to be made by FCM and just need approval?

- Enter all details of the trip; Flight, Hotel, Car Hire, Other (Airport Transfer, Rail).
- Add 'Additional Remarks' to ensure it is communicated to your Approver that no booking is to be made and you are seeking approval only.
- Ensure you answer 'No' to the question "Is UNSW Fully Funding?" when you reach the Data Capture and Reporting section of the PTA workflow.
- Submit the approval.
- Once approved no further action is required in the PTA workflow. NB: Do not click on 'SEND TO FCM' or 'BOOK ONLINE'.



Approval Request

1 Travel Requirements
 2 Administration details
3 Compliance
4 Review Trip

⊕ Add travel type

Additional remarks ✕

Please provide additional remarks related to your travel needs for each of the segments below

✈

Flights

Additional Flight requirements

Flights booked by External Party - seeking approval only.

🏨

Hotels

Additional Hotel requirements

Hotel booked by External Party - seeking approval only.

CONFIRM
CANCEL

Additional Remarks
Remove