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).

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	Step Tw	vo: Book			
	Once you have completed the <u>checklist to prepare</u>	you can launch a new request for approval to travel			
	Launch a new trip request	Top tips for booking:			
G IM	DORTANT: Please make sure you use Chrome or Microsoft Edge to launch your travel approval. Firefox and Safari are not supported.	 Complete your Travel Profile first Use your zIO@adunsw.eduau email in your travel profile Create New Approval Request to commence the travel approval process Manage My Booking - access your online booking profile Documents - an indicative cost matrix Win a prize Successfully complete a new approval request for travel before 5pm Wednesday 3 May 2023 to go into the draw for a mystery prize. Your experience and feedback will also feature in an InsideUNSW story for May.			·
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- (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

English (United States)	_			
\bigcirc	Welcome, Sun Hee Lim			Fravel Alerts
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Technical Support: +612 9000 5492 unsw@fomtravel.com.au museum ev We use cookies on this website. By using	this sile you adree that we may store and access cookies on	this device in accordance with our Cookie Policy and Pr	vaov Policy X	

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

English (United States)				
\bigcirc	Welcome, Sun Hee Lim 🖌			Travel Alerts
You're logged in as Sun Hee Lim 23525911 C Log out	Pre-Trip Approve	Changes to Online Bookings	-	Israel - Protests, Strikes - Nationwide Upd. 6 4/30/2023 EST (3/20) Category: Civil Unrest Read More >
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Travel Team: +612 9000 3492 unsw@fcmtravel.com.au				
Technical Support: +61,2 9000 3492 unsw@fcmtravel.com.au				
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FCM	Approvals dashboard	Approvals Library CREATE NEW REQUEST	EXPORT [→	version 2023042422 Sun nee Lini Log out
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		You currently have nothing to display.		
7	¢			

(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 **

FCM		New Approval Reque	est		DASHBOARD	Pro: Version 20230424.2	Sun Hee Lim Log out
			wi o	nat do you require approval fo Domestic • International Trans-Tasma	nr?		
		Select your required travel type: FLIGHTS OTHER	S	HOTEL STAY	CAR RENTAL		
7		No. of travellers	-		START		
	L.						

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

	Approval	Request				
	1 Travel Re	equirements 2				
					Add travel type	
	23	• Return One-Way OM	ulti-City		Select Type 🗸	
	FLIGHTS	Sydney Kingsford SYD	∛ Los Angeles Intl LAX	Departing 22/05/2023	B Return 30/05/2023	
45				E Addit	ional Remarks 🚦 Remove	
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1	HOTEL STAY	Destination Los Angeles LAX		Check-In 22/05/2023	Check-Out 30/05/2023	
		⊕ Add Hotel				
				E Addit	ional Remarks 📋 Remove	

- (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 <u>UNSW Risk Assessment Form</u> must be completed and submitted as part of the request.
- (6) Click "Search Travellers" and find your details and click "Confirm".

FCM	1) Travel Requirements 2) Administration details Low risk destination Additional documentation and approvers may be required	Compliance (d) Review Trip View Details	
	WHO IS TRAVELLING Who is going on the trip? SEARCH TRAVELLERS		
	TRIP ARRANGER Who is managing and booking this trip		
	REASON Select Reason for travel Please provide the reason for your travel request Enter extra detail related to your trip		
	DATA CAPTURE AND REPORTING Project ~ Department	t Y Fund Y	
CANCEL	Tennifer Tute V Tellike E	Bu Eustine V Consider Eustine Founds V PREV	NEXT

FCM)	Approval Request Travel Requirements Low risk desting	2 Administration details		(4) Review Trip		
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1º					CONFIRM	CANCEL	N	
-				Enter extra detail related to your trip			L3	
	CANCEL	SAVE				255/255	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	Stated Reason for transit Conference Attending a conference to present
		34/255
	DATA CAPTURE AND REPORTING	Project NOT APPLICABLE Project NOT APPLICABLE Provide NOT APPLICABLE Provide Secondary hunding Source
		Student No Not Applicable 2nd Popiet Code NOT APPLICABLE 2nd Department Code NOT APPLICABLE 2nd Popiet Code NOT APPLICABLE
T	ATTACHMENT Please provide any	Not Applicable
	supporting documentation O Requirements • Attach up to 7 files	Drag & Drop, or Max file size 10mb BROWSE FILES
	 No medical, passport or driver's licence info UNSW Risk 	Invitation email.pdf COMPLETED

(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.

9

		CHECKLIST / DECLARATIONS Please provide confirmation for each check list item	 If you are it are time as a group of LOP proceeding under completed under Completed under Commence and any ender Commence and the UNSW Instrumence 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 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 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 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 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 are fit to travel and consult with Human Resources if you have any concerns. I confirm I have noted any required permits/licences for equipment or materials that you are taking on the trip. I confirm I have noted any specific faculty/school procedures. 		
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(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			*
FCM	(1) Travel Requirements (2) Ad	Iministration details	3 Review Trip	
	Review the provided information I	view below before submitting your request.		L3
	Sun Hee Lim	Duration Start 9 Days 22/05/2023	End 30/05/2023	
-	Trip approver/s		hide 🤸	
	Level 2	✓ Select reason for change	~	
	Trip details		hide 🔨	
	Trip request id UNW2 Travel dates 22 May Trip arranger Sun He	HZDHU 2023 - 30 May 2023 e 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.

Approvals dash	board	ਰ Approvals Library	CREAT	NEW REQUES	EXPORT	[>	
Lead traveller	Trip route	Trip dates 4	Status	Travellers	Travel types		
Sun Hee Lim Trip ID: UNWZ1EEIT	o (SYD) Sydney K o (LAX) Los Ange	22 May 23 - 30 May 23 9 days	(APPROVED)	2 1	亭 巴		
	La.						

(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	
FCM	Appro Review the details	oved Trip		
	Sun Hee Lim	Duration Start 9 Days 22/05/2023	End 30/05/2023	
	Trip details		hide 🔨	
	Trip request id UNI Travel dates 221 Trip approver 1.A Bea	VZ1EEIT lay 2023 - 30 May 2023 nthony Dever - z3473229@ad.unsw.edu.au on - Other		
+	Trip arranger Sun Reason for travel Con Atte	Hee Lim z3525811@ad.unsw.edu.au ference nding a conference to present		
	Traveller Mai Sun	n Travellers 1 Hee Lim		
	Data capture & reporting	NACD		
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'.

	1 Travel Requirements		
			Add travel type
Additional	emarks		
	CITICITICS		
Please provide a	dditional remarks related to your travel	l needs for each of the segments below	
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