Introduction
This guide leads you through the steps that HDR candidates need to take for booking any travel that’s under University business whether self-funded, partially funded or fully funded by the University. The new UNSW Travel Program will be used by the whole University as it has been specifically designed to help University travellers from pre-planning through to completing finance requirements and supports UNSW duty of care.

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Become familiar with the new UNSW Travel Program (MyTravel@UNSW)

1. Go to the MyTravel@UNSW website: unsw.to/mytravel and have a read about the new system.
2. Scroll down the webpage and you’ll see the section below. Click on ‘Prepare to Book’.

Prepare to Book

Preparation is essential before you book. Discuss the trip with your supervisor, review the MyTravel website and seek your specific area requirements.

START HERE

3. Read the new UNSW Travel Policy and Procedure that’s on the website in conjunction with the Business Expense Procedure.

Read Policy & Procedures

Please read the [UNSW Travel Policy (PILOT)](http://example.com) & [UNSW Travel Procedure (PILOT)](http://example.com) for specific information on UNSW’s BEST: B est Planning, Price & Practice, E ssential & S afe T ravel.

Please also read in conjunction with the [Business Expense Procedure (PILOT)](http://example.com) for guidance on standards of travel, payment and reconciliation.

Click here for the [Resources](http://example.com) section on this website for a full list of related documents as well as helpful resources such as [Frequently Asked Questions](http://example.com) and system [Quick Reference Guides](http://example.com).

Travel Booking Guide for HDR Candidates as of 04/07/2019
Make sure you have access to MyPortal and Pre Trip Approval

1. If you have done any work for the university (as a paid employee), your zID will be in the system. You can proceed to the next section ‘Preparing to book your travel’.

2. For those who need access to MyPortal and Pre Trip Approval please register by completing online the [Pre Trip Student Registration Form](#), verify via email received and use the Access Code provided. All students require online approval for domestic and international travel.
Preparing to book your travel

1. Go to the MyTravel@UNSW website: unsw.to/mytravel
2. Go to the top left hand corner and click on ‘Prepare to Book’.
3. At the bottom of the webpage you’ll find the link to MyPortal.
4. Sign in with your UNSW zID in the following format: zID@ad.unsw.edu.au
5. Click on Pre-trip Approval
6. Click on ‘Travel Request’
7. Indicate that you are travelling in your capacity as a student.

**Traveller Details**

What entity is the travel for? *

- UNSW
- MYSELF
- ANOTHER UNSW EMPLOYEE

Who is travelling? *

- VISITOR
- UNSW STUDENT

Are you travelling in your capacity as an employee or a student? *

- EMPLOYEE
- STUDENT

8. Describe the purpose of your trip (see example below):

```
Presenting a paper at the XXXX conference. (02/05/2019 - 05/05/2019) and fieldwork to collect data in XXXXXXX (03/05/2019 - 04/06/2019)
```
9. Fill in your general trip information. Please be mindful that the date of return arrival is the date that you return back to your home destination (which may be different to the date you actually depart).

### General Trip Information

<table>
<thead>
<tr>
<th>Trip ID</th>
<th>S18000733</th>
</tr>
</thead>
</table>

**Travel Details**

<table>
<thead>
<tr>
<th>Trip type</th>
<th>DOMESTIC</th>
<th>INTERNATIONAL</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Departure Date</th>
<th>Date of Return Arrival</th>
</tr>
</thead>
<tbody>
<tr>
<td>27/02/2019</td>
<td>7/03/2019</td>
</tr>
</tbody>
</table>

**Travel Dates**

- Wednesday, 27 February 2019
- Thursday, 7 March 2019

*Please enter the date you will be returning back to your home destination - this may be different to the date you actually depart.*
10. When you indicate the purpose of your travel there will be a place where you can upload supporting documents such as an acceptance letter for conference, confirmation of funding etc. It can be a useful place to store documents that you can refer to later.

**Purpose of Travel**

*Please ensure you have complied with any specific School/Faculty/Divisional requirements.*

What is the reason for your travel? *

- ✔ Conference
- ✔ Fieldwork
- ✔ Research
- ✔ Official Business/Meeting
- ✔ Student Recruitment
- ✔ Relocation
- ✔ Other

**Conference**

*Conference Supporting Documents*

_Add more supporting documents using the + button, or remove by checking items and using the - button._

- ✔ UPLOAD NEW

Comments

☐ If required, I confirm that I have made arrangements to cover my teaching/supervision/duties in my absence and completed any leave forms.

 Reminder to fill in conference leave in HR system - [HR System](#)
11. Fill in your travel plan information

### Travel Plan

**Trip ID:** 818000733  
**Trip Type:** International

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#### Trip Selection

- **Trip class:** Economy
- **Trip Selection:** ONE-WAY

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**Start date:** 27/02/2019  
**Departing Time:** Morning

- **From:** Sydney - Kingsford Smith, Australia

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**Start date:** 03/03/2019  
**Departing Time:** Midday

- **Travelling from previous destination:**  
- **To:**

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**Start date:** 03/03/2019  
**Departing Time:** Evening

- **Travelling from previous destination:**  
- **To:** Sydney - Kingsford Smith, Australia

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**International SOS Ratings**

- **ISOS information for Seattle, United States of America**
  - Medical Risk: Low
  - Travel Risk: Low

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**International SOS Ratings**

- **ISOS information for Toronto, Canada**
  - Medical Risk: Low
  - Travel Risk: Low
12. Fill in any extra information – if you self-booked any of the components of the trip such as one of the flight segments or accommodation, please provide details in this section.

Extra Information

Have you booked any of these components of the trip yourself?  

- YES  
- NO

Please provide details on the self-booked elements

Do you have any family travelling with you?  

- YES  
- NO

13. You can click on ‘Allocation %’ and choose the Department. If it’s from the Faculty’s HDR Research Funding, then the Department code is “ARTRES” and Fund code is “IR001”. If you will self-fund the whole trip, click on ‘Allocation %’ and choose Department and use Department code “ARTRES” and Fund code “OP001” and indicate that you are making a personal contribution towards the costs and state the total cost.
15. The information that you have filled in will go to your supervisor (and PGC and HDR Team Leader if needed) for their approval. Once your travel request has been approved, the request will go to the travel consultants and they will help you look at booking and payment options.
Contact details
For any queries related to using MyTravel@UNSW or to speak to the travel consultants directly:

Email: travelteam@mytravelunsw.com

Phone number: 9112-1606

Location of on-campus office: The corner of the Mathews building across from the Pavilion next to the School of Psychology (8am-6pm).
Tips

- Save your details as you put them in, as the form will timeout if you happen to walk away from your computer without completing the form. The save button can be seen below.

- Navigate through the different pages of the form using the ‘Back’ and ‘Next’ buttons rather than the back button on your browser.

- HDR candidates don’t need to fill in a travel diary.
- HDR candidates are not eligible for travel allowance.
- Even if your travel is self-funded you need approval from your supervisor/PGC to travel. By approving your travel they are indicating that your travel is necessary for your research.
- Travellers must recognise the restrictions and limitations that may be imposed by grant organisations when travel is funded from grants.