# Australian BioCommons Travel approval and booking process for JCU Employees

For JCU employees, any Domestic or International travel and expenses which are 100% fully funded by BioCommons (i.e. for direct JCU employees who are seconded to work on BioCommons-funded activities through QCIF - e.g. working on Galaxy Australia) is to be booked and paid for by the BioCommons (University of Melbourne).

Travel Insurance will be provided by JCU to the JCU Employee[1].

The process to follow (for either Domestic or International travel) is:

1. Traveller to complete an Australian BioCommons Travel Request Form via the Australian BioCommons Freshdesk Portal. This will raise a ticket that will be assessed by the BioCommons Operations Team, before being sent to your BioCommons A/Director and then the A/Director (Operations and Strategic Partnerships) for respective approvals.

   If the costs are to be split between BioCommons and another funder, be explicit in each section of the form to indicate how much BioCommons and/or the other funder are contributing to each item.

2. If Travel Funding is to be split between BioCommons/QCIF, BioCommons must receive an Approved Travel Budget Form signed by QCIF Financial delegate prior to booking any travel.

3. After the BioCommons Operations Manager (and QCIF financial delegate in cases where travel costs are split) has approved the funding for the travel, Traveller to then send an email to their JCU Supervisor (cc insurance@jcu.edu.au, travel@jcu.edu.au & operations@biocommons.org.au) for JCU approval, noting detail of trip, e.g. time away, confirmations of funding, etc. We recommend sending them a copy of the completed and signed travel form. (Note all those above on 'cc' **must** be included in all communications).

4. When the Traveller receives an 'Approval' email from JCU Supervisor, Traveller to ensure this email is forwarded to operations@biocommons.org.au.

5. Once all approvals have been made, Traveller to liaise with the Operations Team at BioCommons to book the travel. Either:
   a. Book and pay for your travel with your personal credit card.
      After you collect all the receipts for the expenditure, send the list of expenditure to the biocommons operations manager to process reimbursement to your bank account.

[1] The information and process in this form was compiled by Janine Chalmers at QCIF based on advice from Allan Jones, Legal and Assurance, Office of the Chief of Staff, James Cook University

    b. Liaise with the biocommons operations manager for the expenses to be paid via UOM corporate credit card.

6. Traveller to log the trip details in Concur (JCU's Travel management system)

7. Miscellaneous and personal expense claims are to be submitted to BioCommons/UOM for payment after travel. Ensure you collect Tax Invoices.

8. If Travel Funding is to be split between BioCommons and QCIF, BioCommons will Invoice QCIF based on actual costs as per the Approvals. Please ensure you keep all the receipts and email them to the biocommons operations manager.

9. JCU travellers, where appropriate, may be required to provide copies of necessary travel-related records and supporting documentation. All travel-related records must be finalised within 30 days of return and stored for seven years (BioCommons will store this information on the Traveller's behalf).

10. What to do in an emergency / crisis:
    a. Travellers do not have the authority to contact the UoM Corporate Travel service provider (if booking were made that way) and renegotiate or change bookings, unless in an emergency. All changes to itineraries are to be flagged with operations@biocommons.org.au in the first instance, as these will usually attract extra fees/charges and will need budget pre-approval again prior to any changes being made.

    b. If in an emergency travel does need to be altered, please try to contact your BioCommons Supervisor and/or operations@biocommons.org.au in the first instance. In liaising with UoM Corporate Traveller, please include the ops team, operations@biocommons.org.au in all email communications.

Feedback on this page? Write to operations@biocommons.org.au