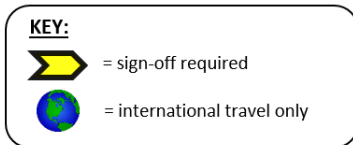
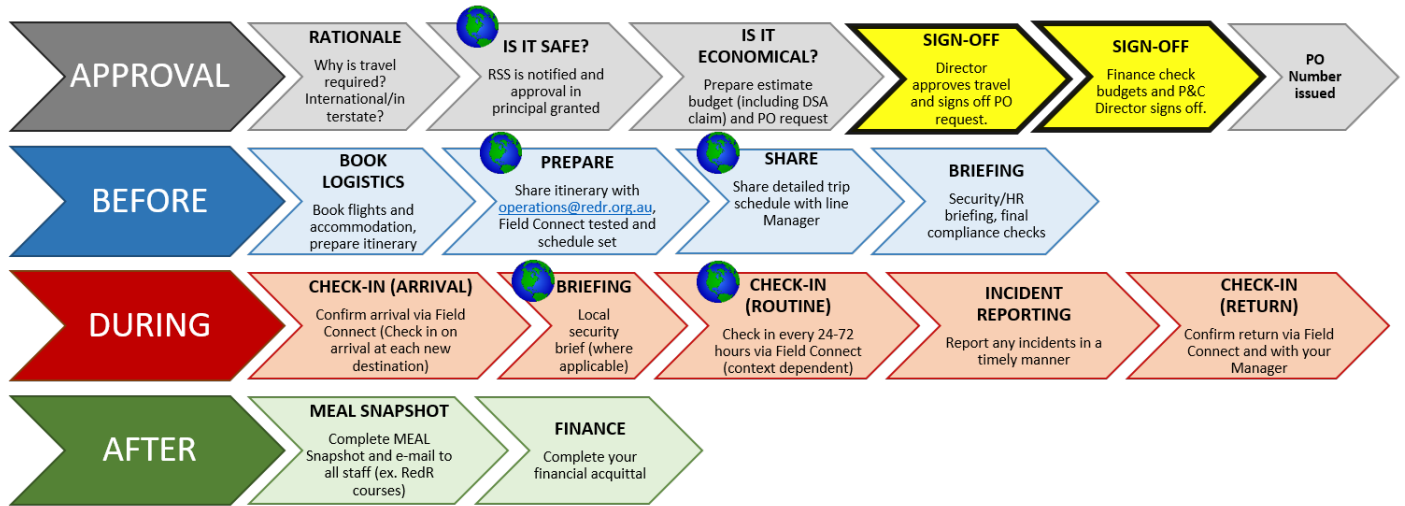


## Travel Process for RedR Australia Staff



### Approval

1. Discuss rationale and purpose of travel with line-manager. If you intend to be accompanied by a family member or friend throughout any portion of the travel this needs to be discussed with your line manager.
2. (International Only) Email [operations@redr.org.au](mailto:operations@redr.org.au) to receive travel approval from Risk and Security.
3. Email Corporate Traveller (see notes section for details) or local travel supplier for a quote for your travel. Where at all possible, Corporate Traveller must be used for accountability. Where not possible, an email from Corporate Traveller should be requested confirming they cannot provide the required service. Where a notable saving would be made by using an open source travel provider (direct to airline, expedia etc), this can be discussed with your Director.
4. Complete a [Travel Approval Form](#) upon receipt of your quote from Corporate Traveller. Include DSA calculations.
5. Provide your completed Travel Approval Form to your director for approval (director to sign form or approve by email and attach).
6. Email [finance@redr.org.au](mailto:finance@redr.org.au) and cc [rgreen@redr.org.au](mailto:rgreen@redr.org.au) to request a purchase order (PO) number for your travel. (Note: to do this you will need to provide Finance and HR with your Travel Approval Form and DSA calculations – attach the form to your email or provide a hard copy).

## Before you fly

1. Email Corporate Traveller (or local travel supplier) your PO number to confirm your booking and receive your travel itinerary.
2. If taking leave get managerial approval and update HR3.
3. Ensure you have completed and emailed the three documents below to [finance@redr.org.au](mailto:finance@redr.org.au) and cc [rgreen@redr.org.au](mailto:rgreen@redr.org.au) and your line manager.
  - a. [Travel Approval Form & Travel Allowance Calculator Form](#)
  - b. Corporate Traveller travel itinerary (accommodation and flights)
  - c. [Trip Schedule/Content](#) (see page two for examples)
4. (International Only) Email [operations@redr.org.au](mailto:operations@redr.org.au) to schedule a security briefing and to set up Field Connect schedule.
5. (International Only) Email travel itinerary from travel agent to [operations@redr.org.au](mailto:operations@redr.org.au). This is to track your location in an emergency.
6. (International Only) Book your pre-departure medical (as necessary), advise HR of your booking and if required, provide the same PO number in your Travel Approval Form to the provider (TMVC).
7. HR to audit compliance with ATO, DSA rate, leave, or TOIL taken upon receipt of the detailed trip schedule (include Leave/TOIL days in Travel Approval Form as necessary).
8. Finance and HR to confirm compliance with travel process via email prior to flying.
9. DSA paid on receipt of compliance confirmation from Finance and HR.
10. Register yourself on [Smart Traveller](#). This allows the Australian Government to know which of its residents are in any country in order to assist in the event of a disaster.

## During your trip

1. Check in on arrival via Field Connect. If your journey is multi-destination, check in on arrival at each new city. Message your line-manager to let them know you have arrived.
2. (International Only) Get a local security briefing if relevant and available.
3. (International Only) Check in as prompted by Field Connect.
4. Report any incidents to line manager, RSS or Duty Officer as required.
5. Check in on return via Field Connect. Message your line-manager to let them know you have safely returned.

## After you return

1. Complete [MEAL Snapshot](#) and email to all staff within two weeks of return.
2. Provide any outstanding [Expense Claim Forms](#) to Finance within two weeks of return (with relevant receipts and paperwork attached).

## Notes:

- Please advise Finance and cc HR of any cancellations, early return, or changes to your itinerary.
- Airport transfers, visa fees, and city taxes are separate from incidentals (DSA covers meal allowance and incidentals). These can be claimed using an Expense Claim form on return or paid for via work credit card.

# redr australia

- RedR Australia's Corporate Traveller contact: Arna Bergen
  - [arna.bergen@corporatetraveller.com.au](mailto:arna.bergen@corporatetraveller.com.au)
  - +61 385 351 530

## Links:

- Travel Approval Form: <S:\RedR Common\.2 Forms\200 Finance\Travel Approval Form.xlsx>
- Expense Claim Form: <S:\RedR Common\.2 Forms\200 Finance\241.A - Expense Claim Form.xls>
- ATO Guide: <https://www.ato.gov.au/law/view/pdf/pbr/td2018-011.pdf>
- Trip Schedule/Content example: <S:\RedR Common\.2 Forms\200 Finance\Trip Schedule example.docx>
- MEAL Snapshot: [S:\Universal\MEAL\MEAL Snapshots\MEAL Snapshot - Staff Travel \(TEMPLATE\).docx](S:\Universal\MEAL\MEAL Snapshots\MEAL Snapshot - Staff Travel (TEMPLATE).docx)