1. Obtain the permission from your project budget holder to use project funds to travel and also the travel project details – i.e. Fund Code, Dept ID and Project No.

2. If you are going more than a radius of 100 km from your usual place of work, you are required to enter your travel details on the SERKO system.

**NOTE:** It is CPHCE policy that you should try to book the cheapest, appropriate fare and accommodation with regard to your individual needs.

3. For all travel of more than a radius of 100km from your usual place of work or flights and accommodation log into the SERKO site - [https://unsw.serko.travel/Login/UNSW](https://unsw.serko.travel/Login/UNSW).

4. First time traveler – You cannot book travel until you have set up a User Profile on the SERKO website. You can set up a User Profile by going to the [SERKO website](https://unsw.serko.travel/Login/UNSW) and clicking on the ‘Create a New User’ link on the right hand side of the page. If you need the credit card details please ask either Sarah or Sunny.

5. Complete the details for your ‘Self Registration’ – please note the Corporate Shared Key is ‘unsw’

6. Your default Corporate Account Code is CPHCE and you can select either STA Travel or Voyager as your default travel provider

7. More help with Self Registration can be found at [https://www.fin.unsw.edu.au/files/Travel/TMS/UNSW_Self_Registration.pdf](https://www.fin.unsw.edu.au/files/Travel/TMS/UNSW_Self_Registration.pdf)

8. When you have self registered you can book travel by going to: [https://unsw.serko.travel/Login/UNSW](https://unsw.serko.travel/Login/UNSW)

9. Log in with your Z No and your SERKO password.

10. After logging in to the SERKO site, click the ‘Booking’ tab and then the ‘Make a Quick Booking’ link. Select your name from the Traveller Search page if necessary and then continue to complete the form by filling in each page and then pressing the **Next** button to advance.

11. When you come to the ‘Allocation’ field put 100 as this is a field connected with how much and which project your travel costs will be charged to.

12. Select *Patrick Gawaine Powell Davies* as your Approver.

*Updated 3 October 2013*
13. If you receive a ‘warning’ that you have breached a UNSW policy and you still wish to continue with the particular flight or accommodation, please include enough detail in your explanation so that your Approver can make an informed decision as to whether to approve or not.

14. Please be aware that unless you complete all the sections of the website, your booking will not be referred to your Approver and your flight or accommodation is not booked till it is approved.

**NOTE:** Travel is paid for using the CPHCE Corporate credit cards which have to be reconciled every month. Please ensure you email a copy of your travel tax invoices to Sarah.