

# Student Group Travel Bookings and Payments

STMP Toolkit



## WORKING WITH THE UNIVERSITY'S PREFERRED PROVIDER FOR GROUP TRAVEL

All student group travel should be booked through the University's preferred supplier. The preferred provider has been vetted by the University and will ensure that required standards for health, safety and risk management will be met, in line with the University's duty of care, and can act as a single point of contact for the University in the event that we need to locate a group of students in an emergency.

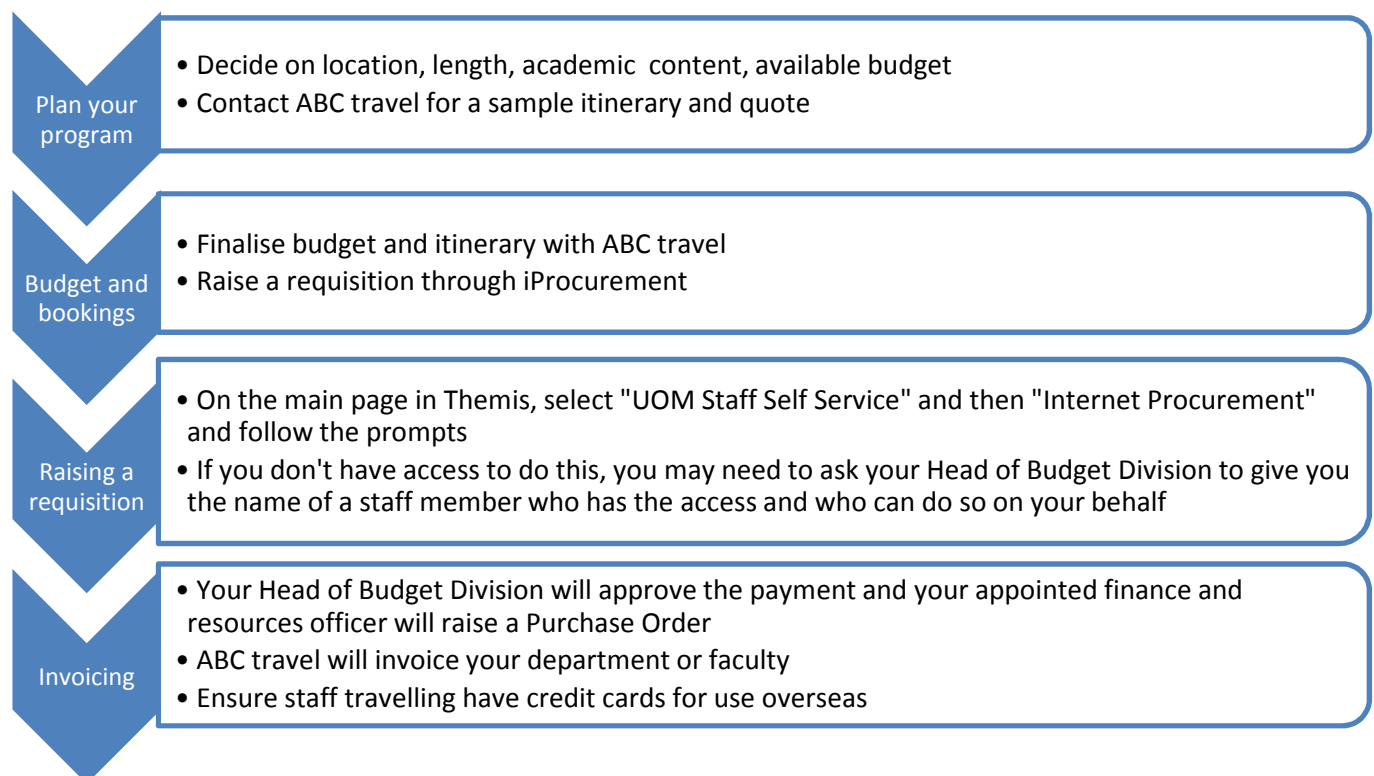
- The University has [preferred providers](#) for group travel.
- Quotes should always be obtained from the preferred provider. If a cheaper quote is found elsewhere, or another provider is offering a service that staff believe the preferred provider cannot match, staff should contact [Strategic Procurement](#) for advice.
- For all student group travel, including UMOS programs, the preferred provider is [ABC Travel](#).
- ABC Travel will provide a dedicated account manager who will work with you to organise all aspects of travel and will allow you to access preferential rates on air fares and accommodation.
- ABC Travel are familiar with working with the University of Melbourne and have extensive experience organising student group travel.
- They can provide draft budgets for various travel options and can organise all aspects of billing and invoicing; including liaising with students directly to organise payments. This eliminates the need for staff to deal with cash and, to a large extent, with budgeting (although staff should not rely solely on travel agents to develop budgets and should refer to the guidelines in this toolkit). As the preferred provider ABC Travel are used to issuing invoices to the University and can invoice faculties and departments where appropriate (in the event that your faculty is covering a portion of the program cost).
- The preferred providers have extensive experience assessing the safety of accommodation and ground transport overseas.
- ABC Travel can provide information and advice about visa requirements for destination countries.
- ABC Travel are set up as a provider in the iProcurement system, which is accessible through Themis. Staff should raise a requisition through the iProcurement system. Not all staff will have access to this through their Themis, so you may need to contact your appointed finance and resources officer to obtain access, or find a colleague to raise the requisition for you.
- The requisition will go to your head of budget division for approval and then to your appointed finance and resources officer department who will raise the purchase order.
- Once raised you provide ABC Travel with the Purchase Order, they will then issue an invoice and the staff member who made the purchase order can "receipt" the purchase through Themis. At this point ABC will directly invoice your finance and resources officer for payment. Staff Purchasing Cards are not required, and should not be used, to book travel.
- It is acceptable practice to allow students to book their own flights and to arrange a meeting time and place at the destination if you wish. However, students should be briefed on making their way from the destination



airport to the meeting place, etc.. It is better if group travel can be organised through the preferred provider, ABC travel.

- If it is not possible to book with ABC Travel you must consult Strategic Procurement, before arranging accommodation/facilities with reputable universities or partners and/or well-known international hotel groups so that there is at least a reasonable expectation that minimum acceptable standards will be met.
- When organising domestic travel in a foreign country, companies must be licenced and insured in line with local law. ABC travel will be able to ensure that transport companies are compliant.
- Make details of the accommodation clear to students. Dissatisfaction with accommodation can completely overshadow an otherwise successful program. Make sure that students know if the accommodation is on a twin share basis; if they get to select their roommate or are allocated; etc.
- Prior to departure, all payments should be made through iProcurement. All staff travelling with a group of students must have University of Melbourne Purchasing Cards for use overseas. Ensure that staff contacts their finance and resources officer well in advance of their travel date, to organise Purchasing Cards. Staff should not be travelling overseas with students using personal credit or EFTPOS cards.

*All UMOs should operate with sensitivity to and respect for differences between the host country's and Australia's cultural norms. The program should operate in accordance with University of Melbourne policies and procedures as well as those of any host university or institution. Where there are differences between policies of two institutions, which are in conflict, this must be resolved in writing and made clear to students prior to departure so they are aware which is applicable. The program must operate in accordance with Australian and international laws.*



## USEFUL LINKS

ABC Travel

<http://www.abctravel.com.au/group-travel>

Finance and Planning Group

<http://www.fpg.unimelb.edu.au/>

Strategic Procurement

<http://purchasing.unimelb.edu.au/>

Travel Services Guide (preferred providers)

<http://travelportal.unimelb.edu.au/suppliers/travel-services-guide>

