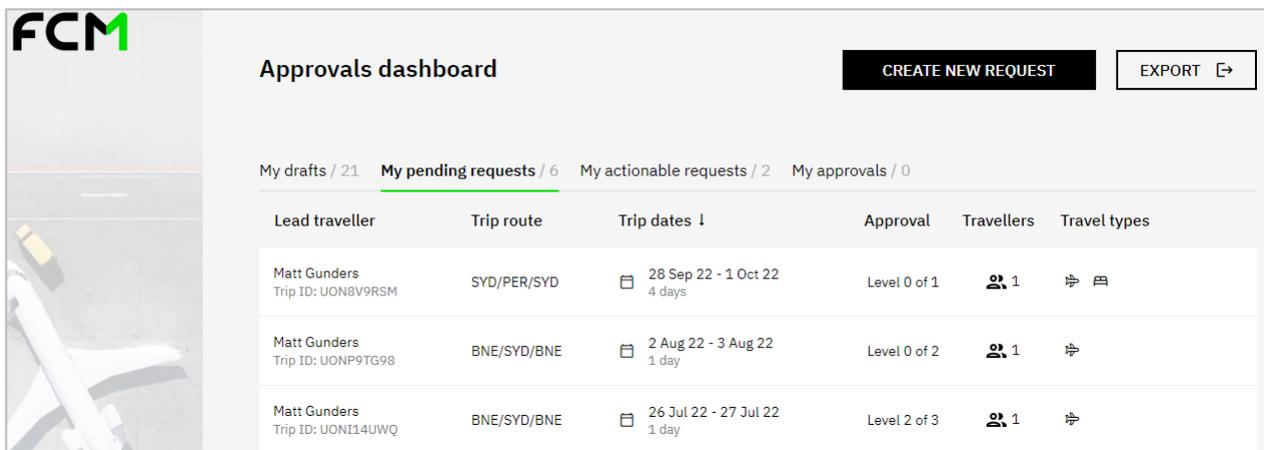


Quick Reference Guide

FCM Pre-Trip Approve - Premium

[Premium version]

The Pre-Trip Approve Dashboard



The screenshot shows the FCM Approvals dashboard. At the top left is the FCM logo. The main heading is 'Approvals dashboard'. To the right are two buttons: 'CREATE NEW REQUEST' and 'EXPORT'. Below the heading are four tabs: 'My drafts / 21', 'My pending requests / 6' (which is selected), 'My actionable requests / 2', and 'My approvals / 0'. The main content is a table with the following columns: 'Lead traveller', 'Trip route', 'Trip dates', 'Approval', 'Travellers', and 'Travel types'. There are three rows of data in the table.

Lead traveller	Trip route	Trip dates	Approval	Travellers	Travel types
Matt Gunders Trip ID: UON8V9RSM	SYD/PER/SYD	28 Sep 22 - 1 Oct 22 4 days	Level 0 of 1	1	
Matt Gunders Trip ID: UONP9TG98	BNE/SYD/BNE	2 Aug 22 - 3 Aug 22 1 day	Level 0 of 2	1	
Matt Gunders Trip ID: UONI14UWQ	BNE/SYD/BNE	26 Jul 22 - 27 Jul 22 1 day	Level 2 of 3	1	

The dashboard houses all trips and files them into one of the four tabs seen below. Most users will see three tabs, with the My Approvals tab reserved for those with authority to approve travel.

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FCM Pre-Trip Approve - Premium

[Premium version]

FCM Approvals dashboard

1. CREATE NEW REQUEST EXPORT

2. My drafts / 21 3. My pending requests / 6 4. My actionable requests / 2 5. My approvals / 0

Lead traveller	Trip route	Trip dates	6. Approval	Travellers	Travel types
Matt Gunders Trip ID: UON8V9RSM	SYD/PER/SYD	28 Sep 22 - 1 Oct 22 4 days	Level 0 of 1	1	
Matt Gunders Trip ID: UONP9TG98	BNE/SYD/BNE	2 Aug 22 - 3 Aug 22 1 day	Level 0 of 2	1	
Matt Gunders Trip ID: UONI14UWQ	BNE/SYD/BNE	26 Jul 22 - 27 Jul 22 1 day	7. Level 2 of 3	1	

8. (Callout on Trip ID line)

1. Click here to begin a new travel request.
2. At any time during the process, requests may be saved as a draft and resumed later from this tab.
3. This is where you'll find all requests awaiting approval.
4. This tab houses all travel requests that require action. For example, trips that are approved, but not yet booked.
5. This tab stores bookings awaiting approval and is only visible to those with approver access.
6. Click the trip dates arrow to sort trips in ascending or descending date order.
7. Check this column for an update on the approval status of the trip.
8. Click anywhere on the Trip ID line to view the travel request.

Create a new trip request

On your dashboard, click **CREATE NEW REQUEST**, complete the basic travel needs queries and click **START**.

What are your travel needs?

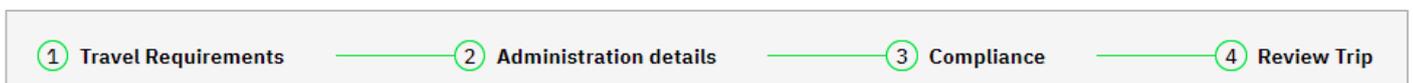
Domestic International Trans-Tasman

Select your required travel types:

- FLIGHTS
- HOTEL STAY
- CAR RENTAL
- AIRPORT TRANSFER
- RAIL
- OTHER

No. of travellers: 1 **START**

FCM Pre-Trip Approve will guide you through the **four simple steps** of the travel request process. Whether your trip is a simple or complex itinerary, the key to getting your travel approved is ensuring you complete all the required information.



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FCM Pre-Trip Approve - Premium [Premium version]

1. Travel Requirements

1 Travel Requirements — 2 Administration details — 3 Compliance — 4 Review Trip

⊕ Add travel type

FLIGHTS

Return One-Way Multi-City

Select Type

From Sydney Kingsford ... SYD To Los Angeles Intl. ... LAX

Departing 05/08/2022 Return 08/08/2022

Additional Remarks Remove

HOTEL STAY

1 Room(s), Room Type

Destination Los Angeles LAX

Check-In 05/08/2022 Check-Out 08/08/2022

⊕ Add Hotel

Additional Remarks Remove

OTHER

Travel Type Select Type

Travel requirements

500/500

⊕ Add Other

CANCEL SAVE NEXT

Select type allows you to request the cabin class for air travel.

Please note, the online booking tool is designed to make travel arrangements that comply with your Company Travel Policy & Procedure.

The same logic applies for hotel room types and car types.

These remarks are viewable by your approver only.

If you have special requests to be actioned by FCM, please add them into the Travel Agency notes found on the Confirm screen in Savi (the online booking tool).

If your hotel needs are regional, add the correct location using the search

Include non-bookable items, in your request to give a complete picture of your trips costs.

The cancel button will delete the request.

Save your progress to be resumed later. The request will be added to your drafts tab.

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FCM Pre-Trip Approve - Premium

[Premium version]

2. Administration Details

1 Travel Requirements — 2 Administration details — 3 Compliance — 4 Review Trip

✓ **Low risk destination**
Additional documentation and approvers may be required View Details

<p>WHO IS TRAVELLING Who is going on the trip?</p>	<p>Selected Travellers: 1 Remove All</p> <p>+ Add Traveller</p> <p>Matt Unda matthew.gunders+unda@flightcentre.com.au LEAD</p>													
<p>TRIP ARRANGER Who is managing and booking this trip</p>	<p>Kristy Unda kristy.galloway+unda@fcctravel.com.au</p>													
<p>ESTIMATED TRIP COST Indicate the estimated cost for each segment of your trip</p>	<table border="1"> <tr> <td>Air</td> <td>Segment cost</td> <td>Hotel</td> <td>Segment cost</td> <td rowspan="3"> <p>Total Cost \$0.00</p> <p>Currency: AUD</p> </td> </tr> <tr> <td>Other</td> <td>Segment cost</td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </table>	Air	Segment cost	Hotel	Segment cost	<p>Total Cost \$0.00</p> <p>Currency: AUD</p>	Other	Segment cost						
Air	Segment cost	Hotel	Segment cost	<p>Total Cost \$0.00</p> <p>Currency: AUD</p>										
Other	Segment cost													
<p>DATA CAPTURE AND REPORTING</p>	<p>Employee Type <input type="text"/> Cost Centre <input type="text"/> Budget Code <input type="text"/></p> <p>Project Code <input type="text"/></p>													
<p>ATTACHMENT Please attach completed RAMP form required for International trips here.</p> <p>Requirements</p> <ul style="list-style-type: none"> Risk Assessment template HSWRA06 located on National Drive: Administrations-Safety@ND> Risk Management Templates (RAMPS) Attach up to 7 files No medical, passport or driver's licence info 	<p>Drag & Drop, or Max file size 10mb BROWSE FILES</p>													
<p>CHECKLIST / DECLARATIONS Please provide confirmation for each check list item</p>	<p><input type="checkbox"/> I confirm that I have read and will adhere to...</p> <p><input type="checkbox"/> I confirm that the name on this trip request is as per the travellers passport/photo identification</p> <p><input type="checkbox"/> I confirm if my trip request is for an international destination, the RAMP form for this trip request has been completed and attached</p>													

CANCEL SAVE PREV NEXT

The Risk Rating is driven by the Destination added to the Travel Requirements page. The Risk Rating is a DFAT Risk Rating from Smartraveller.gov.au

ISOS Risk Ratings are also included in this drop down.

Provide an estimate the cost of your trip

The Data Capture fields are required at this point in the workflow.

Select the relevant declarations by ticking the boxes.

The Add Traveller feature should only be used for adding a guest traveller to a trip that already includes a staff member.

For trips with more than one traveller, the first traveller added will be assigned as the lead traveller.

Ensure the Lead Traveller is the most senior staff member. Or for trips including guests, ensure the staff member is nominated as the lead traveller.

Ensure all relevant supporting documentation, such as international quotes are uploaded here.

This field houses a maximum of 7 documents.

Quick Reference Guide

FCM Pre-Trip Approve - Premium

[Premium version]

3. Compliance

1 Travel Requirements — 2 Administration details — 3 Compliance — 4 Review Trip

Trip for **Matt Unda** LEAD

Duration: 4 Days | Start: 05/08/2022 | End: 08/08/2022

Purpose of travel

For all trips (regardless of duration) please provide the mandatory travel type for each day of your trip in the following form. This will be used to calculate personal contributions and Fringe Benefits Tax Liability.

[View Instructions](#)

FBT Split: 100% Business | 0% Personal

Travel Diary ASSIGN TO LEAD

Day	Location	Allocation	Description Summary
Day 1 Fr. 05 Aug	Los Angeles	Business >	Flight to Los Angeles
Day 2 Sa. 06 Aug	Los Angeles	Business >	Conference at XYZ Centre
Day 3 Su. 07 Aug	Los Angeles	Business >	Conference at XYZ Centre
Day 4 Mo. 08 Aug	Los Angeles	Business >	Flight home

CANCEL SAVE PREV REVIEW

The FBT Split auto calculates based on the responses to the Allocation in the Travel Diary.

Complete the Location, Allocation and Description Summary with information on your trip.

You can send the completed Travel Diary to the Lead Traveller by clicking this button.

Quick Reference Guide

FCM Pre-Trip Approve - Premium

[Premium version]

4. Review

Check your details carefully before sending the trip for approval.

Once approved, trip details cannot be amended.

1 Travel Requirements
2 Administration details
3 Compliance
4 Review Trip

Review

Review the provided information below before submitting your request.

Trip for Matt Unda LEAD	Duration 4 Days	Start 05/08/2022	End 08/08/2022
---	--------------------	---------------------	-------------------

Trip request id	UNDEGHR1P								
Travel dates	05 Aug 2022 - 08 Aug 2022								
Trip arranger	Kristy Unda kristy.gallaway+unda@fcmtravel.com.au								
Traveller	Main Travellers 1 Matt Unda								
Estimated trip cost	<table style="width: 100%; border-collapse: collapse; border: 1px dashed #ccc;"> <tr> <td style="width: 50%;">Air</td> <td style="width: 20%;">\$ 2,500.00</td> <td style="width: 30%;"></td> </tr> <tr> <td>Hotel</td> <td>\$ 5,000.00</td> <td rowspan="2" style="text-align: right; vertical-align: bottom;">Total Cost \$ 7,500.00 AUD</td> </tr> <tr> <td>Other</td> <td>\$ 0.00</td> </tr> </table>	Air	\$ 2,500.00		Hotel	\$ 5,000.00	Total Cost \$ 7,500.00 AUD	Other	\$ 0.00
Air	\$ 2,500.00								
Hotel	\$ 5,000.00	Total Cost \$ 7,500.00 AUD							
Other	\$ 0.00								
Data capture & reporting	<table style="width: 100%; border-collapse: collapse; border: 1px dashed #ccc;"> <tr> <td style="width: 60%;">Employee Type</td> <td>EXC</td> </tr> <tr> <td>Cost Centre</td> <td>UNDA11N</td> </tr> <tr> <td>Budget Code</td> <td>1650</td> </tr> <tr> <td>Project Code</td> <td>12544</td> </tr> </table>	Employee Type	EXC	Cost Centre	UNDA11N	Budget Code	1650	Project Code	12544
Employee Type	EXC								
Cost Centre	UNDA11N								
Budget Code	1650								
Project Code	12544								
Attachments	No attachments provided								
Checklist / declarations	<ul style="list-style-type: none"> ✓ I confirm that I have read and will adhere to Notre Dame University's Travel Policy located a ✓ I confirm that the name on this trip request is as per the travellers passport/photo identification ✓ I confirm if my trip request is for an international destination, the RAMP form for this trip request has been completed and attached 								
Reason for travel	No reason provided								

✓

Low risk destination

Additional documentation and approvers may be required

View Details

	Departure Sydney Kingsford Smith Airport SYD	Arrival Los Angeles Intl. Airport LAX	Departure Date 05/08/2022	Return Date 08/08/2022	Class
	Location Los Angeles LAX	Check-In 05/08/2022	Check-Out 08/08/2022	Rooms 1 Room	
	Travel Type Daily Allowance	Travel Requirements Daily Allowance Of \$50 Per Day			

Compliance Details hide ^

Fringe Benefits Tax Split
Business vs personal travel

100% Business

0% Personal

Date	Location	Travel type	Description summary
Day 1 Fr. 05 Aug	Los Angeles	Business	Flight to Los Angeles
Day 2 Sa. 06 Aug	Los Angeles	Business	Conference at XYZ Centre
Day 3 Su. 07 Aug	Los Angeles	Business	Conference at XYZ Centre
Day 4 Mo. 08 Aug	Los Angeles	Business	Flight home

CANCEL
SAVE
PRINT
PREV
SEND REQUEST

Quick Reference Guide

FCM Pre-Trip Approve - Premium

[Premium version]

How to book

SEND TO FCM or BOOK ONLINE? The method used to action your booking will be determined by the trip type. Online bookings will be directed to FCM’s online booking tool, Savi. The details of your trip request, including your budget will be carried through to Savi. Savi does most of the work for you. All you need to do is select your travel choices and confirm your booking.

TRIP TYPE	ONLINE	OFFLINE	NOTES
Simple	✓		<p> PRINT SEND TO FCM BOOK ONLINE </p> <p>Requests for rail, insurance, cruise, or Airbnb bookings should be added as remarks in the Notes for Travel Agency field. This field is found at the Confirm stage of the online booking process.</p> <p>Review and confirm details</p> <ul style="list-style-type: none"> Traveller details VIEW DETAILS Additional information VIEW DETAILS Booking details VIEW DETAILS <p>Notes for travel agency Please book car ferry from Cleveland to Dunwich 11.30am 15 June and returning from Dunwich on 17 June at 12.30pm.</p>
Complex		✓	<p> PRINT SEND TO FCM BOOK ONLINE </p> <p>Book rail, insurance, ferries, cruise, or Airbnb by emailing our FCM team.</p>
Groups (10 or more travellers)		✓	<p>Talk to your FCM team on the best way to book groups.</p>

Quick Reference Guide

FCM Pre-Trip Approve - Premium

[Premium version]

How to change your approver

The approver(s) may be changed during the Review step of the request process, or on trips with a pending status. *Note, this step may not be available in your version of pre-Trip Approve.*

Lead traveller	Trip route	Trip dates	Approval	Travellers	Travel types
Donna Howton Trip ID: UON600Q6D	MEL/BNE/MEL	8 May 22 - 9 May 22 1 day	Level 0 of 2	1	
Donna Howton Trip ID: UON1H0K2K	SYD/LHR/SYD	18 Apr 22 - 24 Apr 22 7 days	Level 0 of 3	1	
Donna Howton Trip ID: UON7C9E6D	SYD/CFS/SYD	9 Feb 22 - 9 Feb 22 1 day	Level 0 of 2	1	

CANCEL PRINT WITHDRAW **2** CHANGE APPROVER RESEND REQUEST

Level 1	<input type="text" value="Linemanager Test linemanager"/>	<input type="text" value="Select reason for change Please Select"/>
Level 2	<input type="text" value="Delegateone Test delegate1"/>	<input type="text" value="Select reason for change Normal Approver is Out of Office"/>

CONFIRM DISCARD

1. Retrieve the trip from your My PENDING REQUESTS.
2. Scroll to the bottom of the trip and click CHANGE APPROVER.
3. Select the new approver from the drop-down list and ensure a reason for change is nominated.

Quick Reference Guide

FCM Pre-Trip Approve - Premium

[Premium version]

Cancellations and Changes

The process to follow for cancellations and changes will depend on the status of your trip:

TRIP STATUS	HOW TO CANCEL	HOW TO CHANGE
Pending Approval	Withdraw the request using the steps outlined below.	Follow the steps to withdraw the request, then start a new trip request.
Approved but not booked	Approved trips cannot be cancelled in FCM Pre-Trip Approve. Leave the trip unactioned in your Actionable Requests tab.	Any changes to an approved trip require a new approval and therefore, a new trip request.
Booked	Contact the FCM team for assistance	Contact the FCM team for assistance

How to withdraw a pending request:

Lead traveller	Trip route	Trip dates	Approval	Travellers	Travel types
Donna Howton Trip ID: UONW90Q6D	MEL/BNE/MEL	8 May 22 - 9 May 22 1 day	Level 0 of 2	1	1
Donna Howton Trip ID: UON1H9K2K	SYD/LHR/SYD	18 Apr 22 - 24 Apr 22 7 days	Level 0 of 3	1	1
Donna Howton Trip ID: UON7C9E6D	SYD/CFS/SYD	9 Feb 22 - 9 Feb 22 1 day	Level 0 of 2	1	1

1. Select the trip from the My pending requests tab.
2. Scroll to the bottom of the screen and click WITHDRAW.
3. The trip is removed from My pending requests. No record of this trip is retained.

CANCEL	PRINT	WITHDRAW	CHANGE APPROVER	RESEND REQUEST
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Lead traveller	Trip route	Trip dates	Approval	Travellers	Travel types
Donna Howton Trip ID: UON1H9K2K	SYD/LHR/SYD	18 Apr 22 - 24 Apr 22 7 days	Level 0 of 3	1	1
Donna Howton Trip ID: UON7C9E6D	SYD/CFS/SYD	9 Feb 22 - 9 Feb 22 1 day	Level 0 of 2	1	1

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FCM Pre-Trip Approve - Premium

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Approving a trip

All Approvers, when a new travel request is submitted, will receive an email notification containing the information needed to make an informed decision about the request. You can then action your decision in two clicks directly from the email, by selecting APPROVE, REJECT or REQUEST CHANGE.

The image shows a sequence of steps for approving a trip. It starts with an email notification from FCM Travel. The email header says "Trip approval request for: Demo Traveller (LEAD)". The main body of the email says "A new trip request requires your action." Below this, it says "Hi Travel Approver," and "A new trip request has been assigned to you. Please review the details below to approve, reject or request a change to the trip." There are three buttons: "APPROVE TRIP" (green), "REJECT TRIP" (red), and "REQUEST CHANGE" (black). A link "Log in to action this trip" is also present. To the right of the email, there are thumbs up and thumbs down icons, and the text "Please action this trip based on the trip details provided". Below this, it says "Please review all trip request details, including attachments, before actioning this trip. A reason is mandatory if rejecting a trip." There is a text box for "Add your reason here" with a red border and the text "All rejections must include a reason." Below this, there is a warning icon and the text "Actioning this trip cannot be undone". At the bottom right of the email, there are "REJECT" and "APPROVE" buttons. Below the email, there is a screenshot of the web interface. The web interface shows the trip details: "Trip ID: UONV034XE", "Demo Traveller (LEAD)", "Routing: NTL/MEL/NTL", "Dates: 14 Jun 22 - 17 Jun 22", and "Travel types: [icons]". Below this, there is a text box for "What changes would you like to request for this trip?" with a red border and the text "Ensure you outline the details of your change request here." Below this, there are "CANCEL" and "REQUEST CHANGE" buttons.