



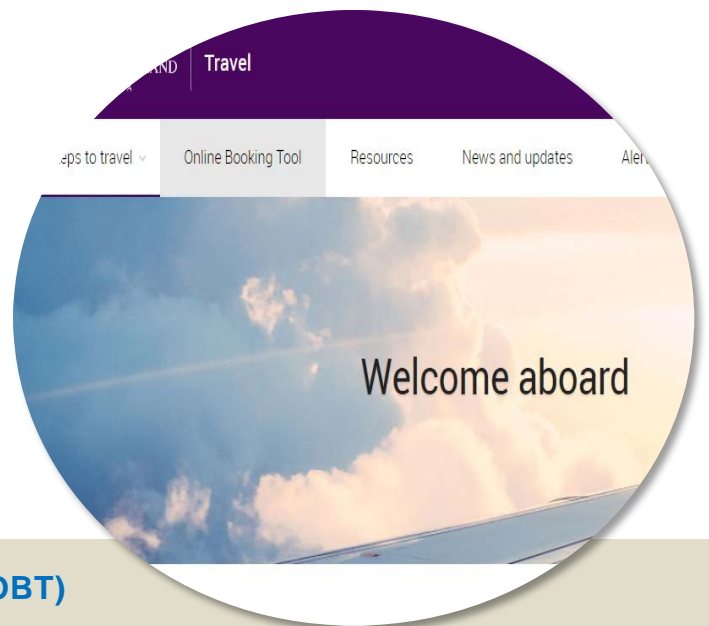
A NEW WAY TO BOOK DOMESTIC TRAVEL AT UQ

What the Online Booking Tool means for you

SIMPLIFYING DOMESTIC TRAVEL

From 14 August, all domestic travel booked via the UQ Online Booking Tool (OBT) will be paid by the University through a UQ-wide Travel Account.

The great news for travellers and travel bookers is that the Online Booking Tool removes the need for purchase orders or credit cards.



USING THE ONLINE BOOKING TOOL (OBT)

1. The OBT is Single Sign On so you will need to be logged into the UQ intranet first (Internet Management Service)
2. Visit travel.uq.edu.au
3. Select [Online Booking Tool](#) from the top menu bar of the website
4. Enter your UQ login details (UQ username/Kerberos ID and password)
5. Click on the gold **Booking** button on the top right of the screen to make a booking
6. On the **Additional Details** tab at the end of the booking you can add a Project Number or Fund Code if you want to charge the travel to a specific account.
7. Download the OBT Clue Card from the [Resources](#) page of the UQ travel website for detailed information on how to:
 - a. Update your Personal Information
 - b. Add Travellers to Your Profile (travel coordinators only)
 - c. Create a Booking
 - d. Book a domestic flight, accommodation, hire car or transfer

OBT SUPPORT AND TRAINING

Phone: 07 3393 8855

Email: uq@campustravel.com.au

Resources: <https://travel.uq.edu.au/node/382>

www.travel.uq.edu.au

TRAVEL BOOKINGS

Campus Travel: uq@campustravel.com.au

TRAVEL POLICY

www.ppl.app.uq.edu.au/content/1.90.01-travel-management

The new way to book domestic travel...



FIVE REASONS TO LOVE THE NEW DOMESTIC BOOKING SYSTEM

1. You don't need a quote to book domestic travel, just simple written approval (email is fine) from your supervisor.
2. The [Online Booking Tool](#) secures domestic travel bookings instantly, making booking delays a thing of the past.
3. Using the [Online Booking Tool](#) gets rid of the need for you to pay via purchase orders or credit cards. You can add a Project Number or Fund Code if you want to charge the travel to a specific account.
4. The [Online Booking Tool](#) eliminates booking fees for your business unit or project. These fees are absorbed centrally.
5. You will no longer be required to collect invoices or reconcile any travel booked using the [Online Booking Tool](#).

WHAT IF I DON'T WANT TO USE THE ONLINE BOOKING TOOL?

The [Online Booking Tool](#) is easy to use, and is the preferred method for booking domestic travel at UQ.

Travellers can still contact Campus Travel directly if they prefer, however travel bookings made by a consultant will need to be paid by credit card, purchase order or travel card.

Travellers will need to collect invoices and reconcile their travel expenses.



UQ Online Booking Tool Cluecard for Travel Bookers

Adding a Transfer

- On the Summary screen click 'transfers' on the purple menu bar
- Select the supplier for the segments you require transfers from the drop down menu
- Enter dept/arr info for segment required.
- Click 'find transfer' button and select the appropriate option
- Accept the terms and conditions, enter your mobile number, any instructions and click 'finish'

Adding Hotel During the Booking Process

Note: If 'Hotel' was selected in the Initial Setup screen then the 'Hotel Selection' screen will automatically display. If not:

- On the 'Summary' screen click 'More Actions'
- Click 'Add Hotel'
- Enter Check-in/Check Out dates
- Select City and Location criteria to search by

Confirming an on Hold Booking

- Under Bookings on your home screen, click 'View bookings requiring your attention'
- On hold bookings will be displayed click 'Resume' to book or 'Cancel' to cancel
- If a portion of the itinerary is no longer available you will be taken back to the 'Booking' screen to start the process again

Flight Information Icons

- ✈ Click the airline icon for flight information
- 💰 Instant purchase fare
- 📄 Best available fare
- 📖 Click for detailed fare rules
- 👤 Private fare
- 🧳 Baggage included in fare

Above: Download clue cards for travel bookers and travellers to help guide you through the Online Booking Tool system, available on the [Resources](#) page of the UQ Travel website.

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