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
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.

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.

OBT SUPPORT AND TRAINING
Phone: 07 3393 8855
Email: uq@campustravel.com.au
Resources: https://travel.uq.edu.au/node/382

TRAVEL BOOKINGS
Campus Travel: uq@campustravel.com.au

TRAVEL POLICY
http://ppl.app.uq.edu.au/content/1.90.01-travel-management

www.travel.uq.edu.au