

# USING THE ONLINE BOOKING TOOL FOR DOMESTIC TRAVEL

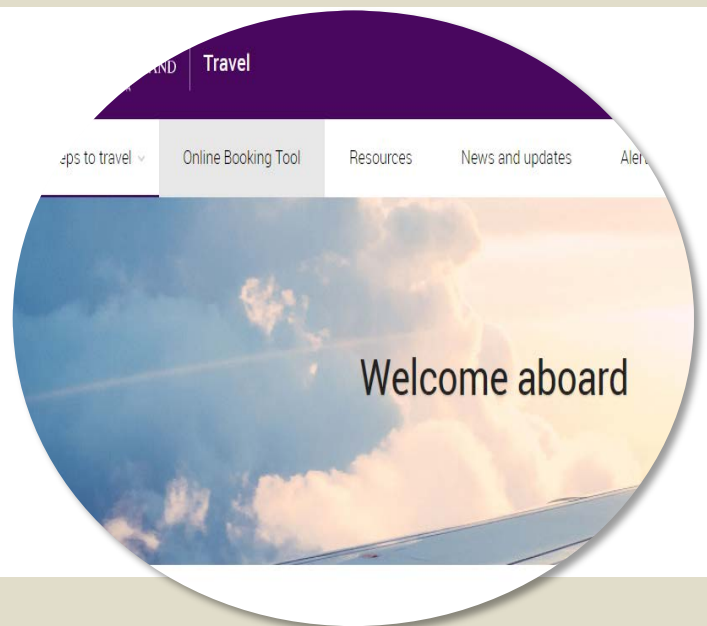
Ensuring transactions are expensed correctly

## SIMPLIFYING DOMESTIC TRAVEL

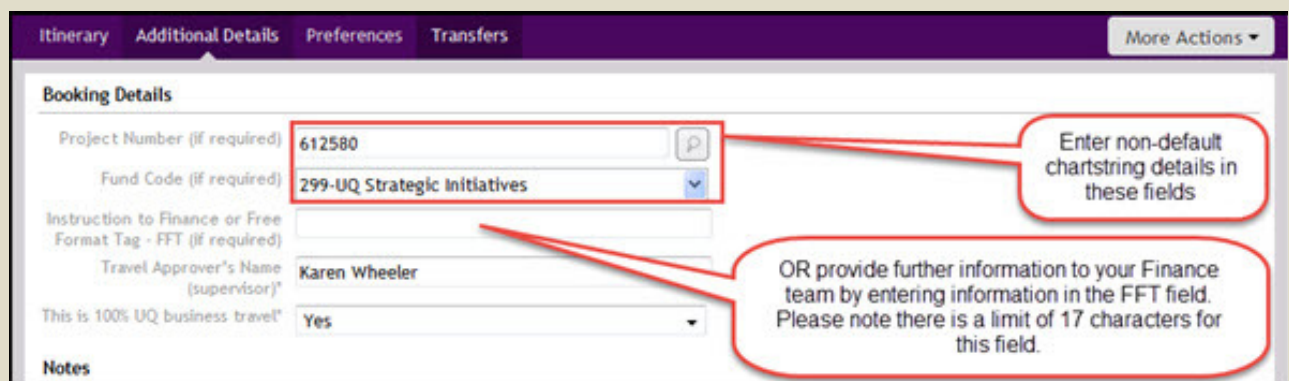
From 14 August, all domestic travel booked via the UQ [Online Booking Tool](#) (OBT) will be paid by the University through a UQ-wide Travel Account (Airplus).

Airplus transactions are created in UQ's Expense Management System (ProMaster) when travel is booked via the [Online Booking Tool](#).

In order to ensure the transaction is expensed to the correct chartstring please follow the below instructions:



1. Check and change the Default General Ledger Code within the EMS to the most commonly used chartstring if necessary. Please refer to the [Change the Default General Ledger Codes Quick Reference Guide](#) for instructions.
  - o If an Airplus account is not displayed, please update the General Ledger code for the expense claim account which will automatically update Airplus transactions.
2. For any OBT bookings that will **not** be expensed to the default (most commonly used) GL code please ensure you either update the Project Number and Fund Code fields on the OBT Additional Tabs page (which you will be directed to before you finalise your booking) or provide instructions to finance staff using the Free Format Tag field as illustrated below.



Itinerary	Additional Details	Preferences	Transfers	More Actions
<b>Booking Details</b>				
Project Number (if required)	612580			
Fund Code (if required)	299-UQ Strategic Initiatives			
Instruction to Finance or Free Format Tag - FFT (if required)				
Travel Approver's Name (supervisor)	Karen Wheeler			
This is 100% UQ business travel	Yes			
<b>Notes</b>				

If you have any queries please contact your local Finance Professional Services team or [fbs.support@uq.edu.au](mailto:fbs.support@uq.edu.au).