

## Liggins Institute STAFF Travel Booking Process

- For clarification on this process and the Orbit portal ask Operations Coordinator, Jean Leonard, Ext. 82312.
- All Liggins forms are in <S:LigginsGeneral\Travel and Accommodation>. University travel information is at <https://www.staff.auckland.ac.nz/en/central-services/travel-and-accommodation.html>.

### Quote

- Go to the University's Orbit Travel Portal at <https://worldtravel.auckland.ac.nz/#/e-portal>
- Select "e-res" for online booking, and follow the prompts. **OR**
- Select "e-request" for a consultant-assisted booking
  - Note 1 below - where accommodation needs to be booked through a conference registration website.
  - Note 2 below - if your travel includes any personal time or companions/family members.

### Approval

- Complete the STAFF Travel/ Conference Request Form (T/C), attach quote, and get approval from:
  - The account holder / PI** (or their delegated financial authority) for each account/grant to be charged.
  - AND your line manager if international travel**, not needed for domestic travel.
  - IF UPGRADED from Economy**, the Liggins Director or another member of the University Senior Leadership Team.
  - For frequent domestic travel we recommend you get a blanket approval - contact [ligginsfinance@auckland.ac.nz](mailto:ligginsfinance@auckland.ac.nz).*

### Booking

- Go to the University's Orbit Travel Portal at <https://worldtravel.auckland.ac.nz/#/e-portal>
- Select "e-res" for online booking, and follow the prompts to complete your booking, **OR**
- Select "e-request" to ask a consultant to complete your booking.
- Orbit will email you a order confirmation document designed to be attached to the new digital Travel purchase order request form.
- Travellers or travel arrangers will receive a confirmation email that will link you to the new online **Travel Purchase Order (PO) Request** form that has been developed to support the process.
- Save your scanned T/C form** (with your name and date of travel) in the travel approval folder <S:LigginsGeneral\Travel and Accommodation\Travel Approvals> . Keep a copy.

### Purchase

- STC will issue a PO for everything on the travel order confirmation document to Orbit..
- Orbit will email you a confirmed travel itinerary including your ticket number. This may take up to 2 working days after submitting to the STC.
- For any items that are **not listed on the Orbit travel itinerary** (e.g. conference registration), you need to arrange for a Finance Administrator to purchase these on a P-card. Email [ligginsfinance@auckland.ac.nz](mailto:ligginsfinance@auckland.ac.nz) to arrange a time.

#### Notes:

1. If accommodation needs to be booked during conference registration or via a registration portal, this should be paid by P-card. Email [ligginsfinance@auckland.ac.nz](mailto:ligginsfinance@auckland.ac.nz) to arrange a time to do this.
2. If your travel includes any personal/non-work time, or if you are also booking for companions/family members, you will need to pay the difference between the work-related cost and the total cost. To calculate this, you need a quote for the flights, accommodation etc. as they need to be booked, and a quote for the same excluding personal time and companions – these should be on the dates you would fly/stay if you weren't taking any leave. Contact an Orbit consultant to arrange payment for the personal component BEFORE completing the booking. These extra costs will be broken down on your final itinerary.
3. When the order confirmation document is sent to you, those flights and other items are held for you, pending a purchase order from the STC, until the ticketing deadline only. You are charged a booking fee (up to \$129) at this point. The fee schedule is in the Orbit portal under Policy.
4. Roles and delegations in their absence:
  - Operations Coordinator (Jean Leonard); delegate is Operations Administrator (Cynthia Widjaja).
  - Finance Administrator; delegate is another member of the FMHS finance team, emailing [ligginsfinance@auckland.ac.nz](mailto:ligginsfinance@auckland.ac.nz) will ensure it is picked by the person on duty.