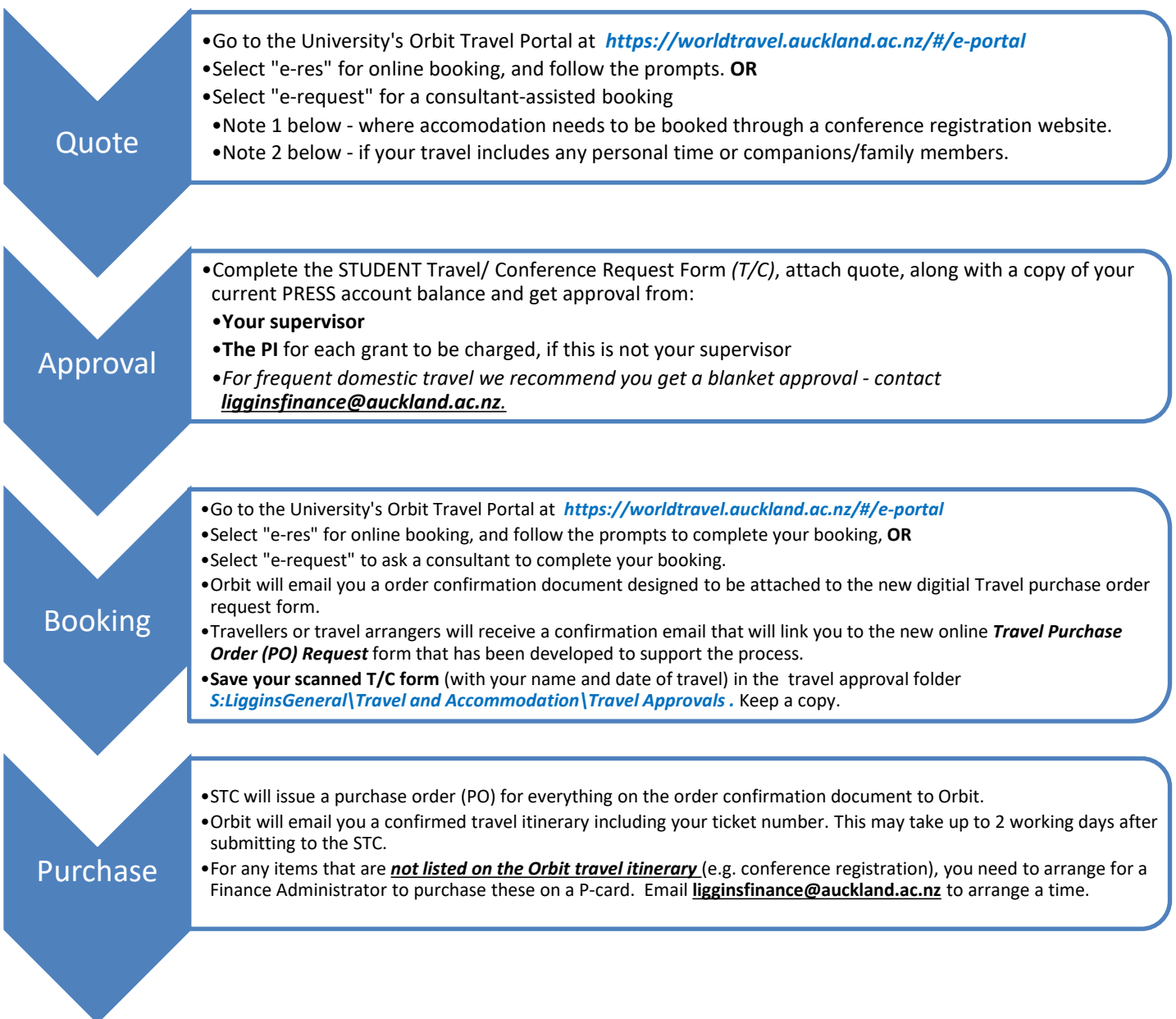


Liggins Institute STUDENT Travel Booking Process

- For clarification on this process and the Orbit portal ask the Operations Administrator, Cynthia Widjaja, Ext. 86691.
- 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>.



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 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. Fee schedule is in the Orbit portal under Policy.
4. Roles and delegations in their absence:
 - Operations Administrator (Cynthia Widjaja); delegate is Operations Coordinator (Jean Leonard).
 - Finance Administrator; delegate is another member of the FMHS finance team, emailing ligginsfinance@auckland.ac.nz will ensure it is picked by the person on duty.