



1. A Tier 6 financial delegate or above.
2. Travellers or travel requestors can also book travel.
3. A financial delegate with sufficient delegation to approve the expenditure.
4. At this point, travel approver provides:
 - approval to undertake the travel
 - human resource delegate approval if required for components of the travel included in the travel request
 - financial delegate approval for the components of the travel included in the travel request.
5. Travel bookers do not need additional approval to book/process the components of travel included in the travel request, unless the cost of a component exceeds the estimate in the approved travel request.