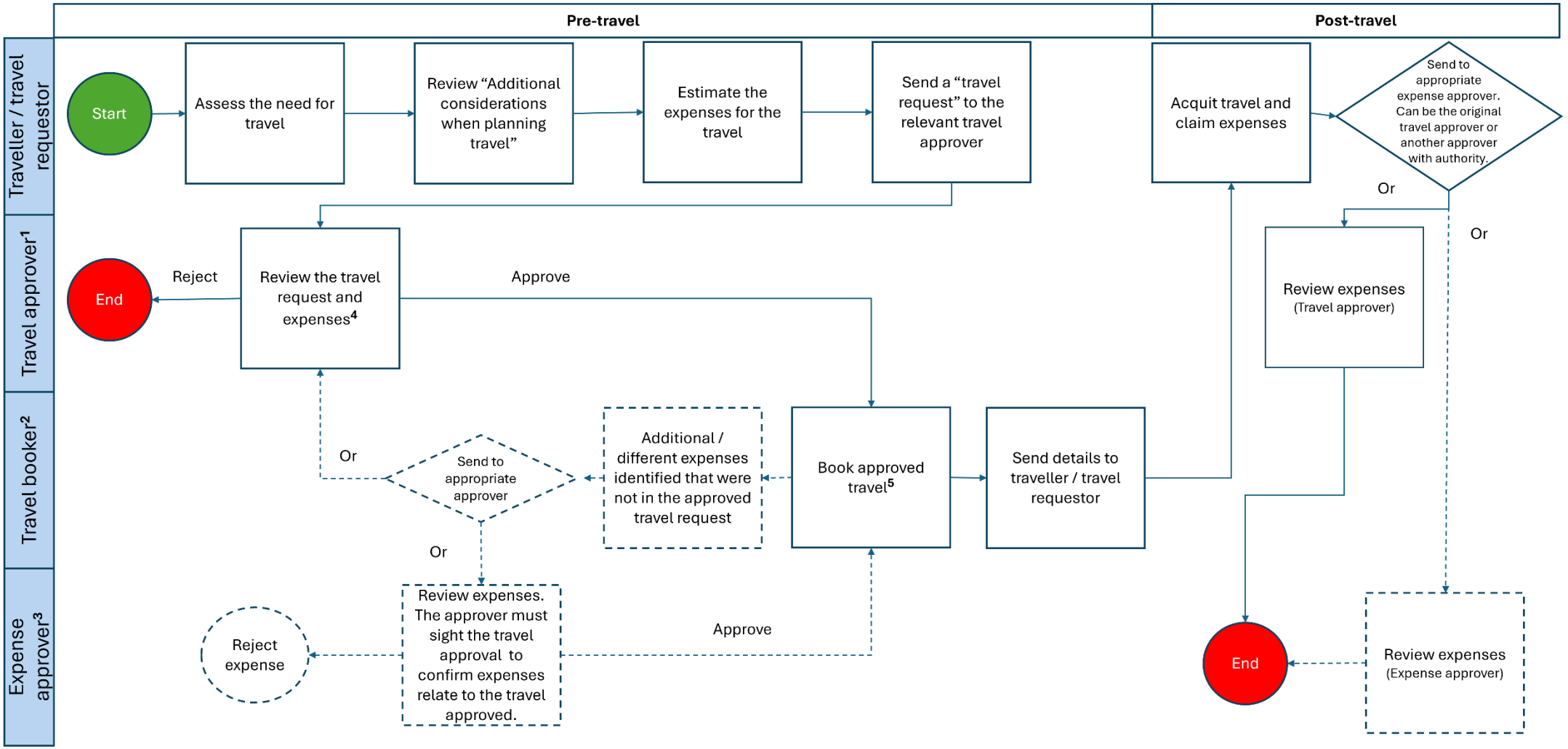
Domestic travel flowchart

To be read in conjunction with the Domestic travel procedure



Footnotes:

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, provides:
   - approval to undertake the travel
   - human resource delegate approval if required for components of the travel included in the travel request, e.g. use of private vehicle
   - financial delegate approval for the components of the travel included in the travel request.
5. Travel bookers do not need any additional approval to book or otherwise process the components of travel included in the travel request.