



# Travel Requests – How to Guide

[www.salford.ac.uk/finance/travel-office](http://www.salford.ac.uk/finance/travel-office)

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## ACCESSING THE SYSTEM



**ACCESS TO ABW AGRESSO** is gained through the Staff home page as per the below.



When the Agresso Unit 4 Log in Screen appears change the drop down to **'Windows Authentication'** this will log you straight in



**Favourites** – A number of pages on Agresso have a love heart in the top right hand corner. If you click on these the page will save in your favourites and be visible on the right hand menu every time you log into the system.

## SETTING UP YOUR PROFILE

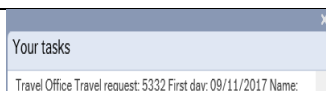
### Your personnel information

Contact information	Payment information	Your Details	Your travel information
<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Please make sure your email address is entered here</li> <li><input checked="" type="checkbox"/> It is important to add a mobile number into this section so the travel office can contact you regarding late changes to itineraries or in case of an emergency</li> </ul>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Enter the bank details in which you would like expenses to be paid to</li> </ul>	<p style="text-align: center;"><b>Line Manager</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Select your 'line manager' from the pre-populated list (surname first)</li> <li><input checked="" type="checkbox"/> Not all managers are set up on the system, please check with your school/department regarding the best person to use as a line manager if your immediate line manager is not set up.</li> </ul> <p style="text-align: center;"><b>Privately Owned vehicle</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Only complete this section if you will be claiming mileage or parking expenses as part of a business trip.</li> <li><input checked="" type="checkbox"/> Please note you must be insured for business use to be able to claim mileage or parking</li> </ul>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Passport details (required only if you travel internationally)</li> <li><input checked="" type="checkbox"/> Current Visa information can be stored in this section</li> </ul>

## TASKS



When you receive a task email to action:  
Click on the link which will take you through to the main page of Agresso  
The tasks function is located on the top navy toolbar as a Tick



Click on the tick and a list of your tasks will appear  
Click on the wording of your required task to open the task

### Workflow log

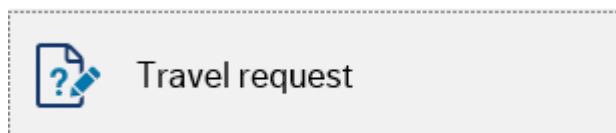
Under the workflow log section it will state the reason why the task has been rejected and the action which is required

**Task complete**

Once actioned click task complete

## INPUTTING REQUESTS

 Travel & Expenses



<b>Country</b>	Select the most relevant option ( <i>these are shown based on how BSRs are categorised</i> ) If travelling to multiple destinations please add your first destination into the request.
<b>First/Last Day</b>	Select the start and end dates for your trip.
<b>Project Code</b>	Enter the budget (Project) code for your trip ( <i>If you are unsure please contact someone in the school/department or your finance office for advice</i> ).
<b>Reason for Travel</b>	Use the drop down list to select a reason for travel, you will need to start typing then select from the list
<b>Estimated Expenses</b>	This is a budget request form therefore please enter estimated monetary value for each relevant expense. e.g. conference £100 ( <i>please include VAT if applicable</i> ) £150 trains, £10 Parking, £10 Lunch.  <b>BSR (Benchmark Standard Rate)</b> is only applicable for international trips and should be inputted as a <b>quantity</b> only. i.e. for a 5 day trip enter 5 in BSR 24 hours, the system will then convert this into the correct Monetary value seen by the approvers.  <b>If you are not sure how much your trip will cost please contact the travel office who will provide a quote for you.</b>
<b>Additional Information</b>	Add as much detail as possible in this box to assist the travel office in confirming all travel arrangements. This box is limited to 250 characters, if your info is above this, please email us i.e. Attending a Free Workshop hosted by X Supplier in London Trains: Salford Crs 08:47 EUS 11:24, EUS 15:00 Sal Crs 17:34(off peak single online) No tube tickets needed.  Please state if you specifically need rates to be flexible as a number of cheaper rates will be non-refundable therefore if you need flexibility we can provide appropriate quotes
<b>Send for approval</b>	This will process the request and send it through to the line manager and project approver for approval. Please allow time prior to departure to be able to have your request approved. The travel office is not able to confirm any travel arrangements without an approved request




Please note if you change a request through the in progress function it will move the request back to the start of the process. Therefore if you require to amend a request which has already been approved please contact the travel office who will be able to advise on the best course of action to avoid delays.

## TRACKING REQUESTS

Time and expenses

 Workflow enquiry - Travel requests

In this section you are able to track all your current tasks. If you click on the Map button  this will show to the progress of your request.

<b>Green</b>	Approved
<b>Red</b>	Rejected you will have a task to action
<b>Yellow</b>	Awaiting approval Please chase approver – it is the travellers responsibility to have their travel request approved
<b>Travel Office</b>	Can be viewed by all members of travel team and a member of the team will be in contact once the task has been assigned to action.



## SUPPLIERS

- We have contracts with a number of Travel Management suppliers who all actively source the best rates possible.
- The travel office obtain quotes from all available suppliers and compare these to provide the traveller with the best possible quote.
- Conference preferred rates and direct contracts can be used if we cannot obtain the rates cheaper through our suppliers and the rates can be pre-paid using the Travel Office Purchasing card.
- The main reason we use preferred suppliers is they are able to quote prices from a number of sources and negotiated rates and they provide our travellers with a 24 hour contact if changes or assistance is required out of hours and other support
- The University now has negotiated hotel rates in Manchester at Park Inn by Radisson, The Ainscow, Jury's Inn and Holiday Inn Media City. We are always working with suppliers and hotels on possible new deals based on potential rate nights we can offer.
- Academic airfares are now being offered by a number of airlines, these special fares offer flexibility and are often at fantastic prices. Some of the airlines also offer additional checked luggage options.



## HOLDING OPTIONS

- Most airlines do allow us to hold options, which means we can hold a seat at a set price for a set number of days prior to having to pay for the seat.
- This option is not available with low cost carriers or some European Airline instant purchase fares.
- The number of days we are able to hold flights depends on the airline and the availability of the aircraft. This can range from 24 hours to 4 weeks.
- Once the travel office have provided quotes for flights if you would like the team to place an option on hold while the travel request is being approved please inform us and we can put these on hold and get a deadline for booking.

## Control Risks

### SAFETY

As part of your trip planning process all risks should be considered along with the actual trip itself.

For a quick assessment of the current world risk status split by country please view the travel risk map <http://www.travelriskmap.com/>

This map highlights countries which are low, medium, high or very high risk.

Please remember that the University does not allow travel to very high Risk/extreme Risk countries which are marked in red on the map.

Further detailed information regarding country or city security travel advice can be viewed at <https://www.travelsecurity.com/Logon.aspx?ReturnUrl=%2fHeadlines.aspx>

The University's log in details are:

Username: umal74

Password: 48p87

Another good source of current information when planning your trip is the Foreign Office advice page <https://www.gov.uk/foreign-travel-advice>

Please remember if you are planning on travelling to a Medium or High risk destination a Risk Assessment must be complete and submitted to the appropriate staff member in your school or department.

For further information regarding planning for your trip please refer to the Travel & Fieldtrip Policy and Code of Practice located at the following link <http://www.salford.ac.uk/hr/health-and-safety/travel-safety>

The UK Government along with the National Terrorism Police have launched information regarding staying safe when face with a Terrorist situation, links to the Run, Hide, Tell campaign can be found [here](#)

**Callmy App** - Assistance with traveller tracking in an emergency if you enable location services on the app, it means that if you are travelling abroad or in the UK, the University security team are able to pinpoint your whereabouts using the Callmy app and get provide assistance quickly in cases of emergency.

The Callmy app is free to download from the App Store or Google Play. Staff will need to enter the password **UoS1241** when prompted.



**TRAVEL VISA's**

We recognize applying for visas can often be a complex and time-consuming process and therefore we work with all of our suppliers to be able to offer a full visa processing service. The team will also where possible provide information on visa requirements with quotations provided. If you require Visa assistance the travel office can put you in touch with the relevant suppliers Visa's team, there is a charge for this service over and above the embassy standard charges however this can prove to be time efficient in the long term.

For entry to any country outside the EU you will require to have 6 months validity on your passport from the date of your return. Within the EU you require to have 3 months validity on your passport from the date of your return.

For visa entry information to our key destinations please visit the travel office website <http://www.salford.ac.uk/finance/travel-office>

Any other queries please call or email the travel office [finance-traveloffice@salford.ac.uk](mailto:finance-traveloffice@salford.ac.uk)