

UNSW SERKO® ONLINE

ADDING A TRAVELLER TO YOUR PROFILE

Web Address: <https://unsw.serko.travel/Login/unsw>

WHEN TO USE 'ADDING A TRAVELLER TO YOUR PROFILE'

Please use 'Adding a Traveller to Your Profile' if you needed to do any of the following -

- Book Travel for a Traveller other than yourself.
- View booking for another Traveller to attach a Travel Diary, Change Travel Allowance amount etc.

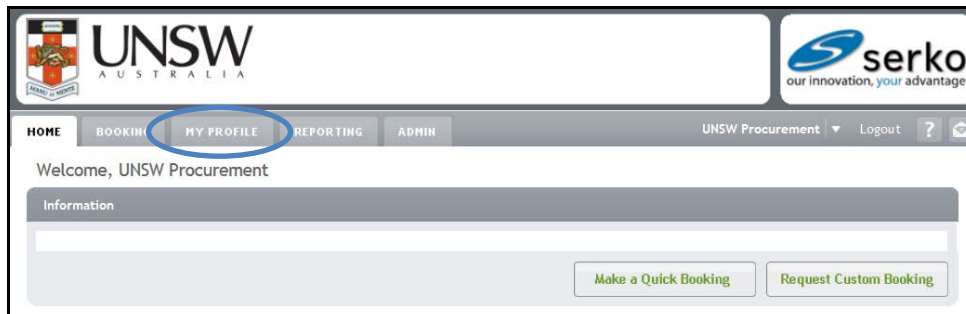
The process for recording travel will be through SERKO® Online Custom Booking functionality as outlined below.

Note: -

Travel Coordinator access is required to add a Traveller to your profile, please email Travel@unsw.edu.au with your staff ID requesting this access.

HOME PAGE

From the Home Page select 'My Profile'.



Adding a Traveller to Coordinator Profile

MY PROFILE

Select the Travel Coordinators Tab

UNSW AUSTRALIA

serko our innovation, your advantage

HOME BOOKING **MY PROFILE** REPORTING ADMIN UNSW Procurement Logout ?

My Profile

Name: Dr UNSW Procurement Work Phone: [Change]

Address: [Change]

Default Division: CHI Centre For Informatics - TMC STA Mobile Number: 1 (incl Country Code)*

AUTHORISER **TRAVEL COORDINATORS** PASSPORT/ VISA PREFERENCES CREDIT CARDS AUDIT

Traveller	Type	Service	Comment/Name
-----------	------	---------	--------------

Add Preference

Top of page

TRAVEL COORDINATORS

Select 'Add My Traveller'.

AUTHORISERS **TRAVEL COORDINATORS** PASSPORT/ VISA PREFERENCES CREDIT CARDS AUDIT

My Travellers My Travel Coordinators

Filter

Traveller [] [Apply](#) [Reset](#)

Traveller	Email
<input type="checkbox"/> Booking made outside UNSW preferred Travel Agent	UNSWprocurement@unsw.edu.au
<input type="checkbox"/> Mrs Shahad A Ibraheem	shahadadnan@yahoo.com
<input type="checkbox"/> Dr Debra Aarons	d.aarons@unsw.edu.au
<input type="checkbox"/> Miss Samira Abbasalipour	z3308669@unsw.edu.au
<input type="checkbox"/> Dr Alireza Abbasi	a.abbasi@adfa.edu.au
<input type="checkbox"/> Prof Hussein Abbass	h.abbass@adfa.edu.au
<input type="checkbox"/> Ms Siti Amirah Abd Rahman	amirah.rahman@unsw.edu.au
<input type="checkbox"/> Mr Mohammed Abdelkarim Ahmed Abdalla	mohammed.ahmed@unsw.edu.au
<input type="checkbox"/> Mr Abdelmonaem abdallah	a.abdallah@adfa.edu.au
<input type="checkbox"/> Ms Sofia Abdallah	sofia@unsw.edu.au

First Prev 1 2 3 4 5 6 7 8 9 10 ... [Next](#) [Last](#) (Page 1 of 560) Total: 5,600

Delete All **Add My Traveller**

ADD MY TRAVELLER

Enter search criteria, e.g. Surname, and then select 'Search'.
Select the traveller you wish to add, and then select 'Ok'

Notes:-

- 1. If you cannot find a traveller it means they do not have a profile in SERKO and will need to create one.

Traveller Search
Select the Traveller(s) and click 'OK'.
To view all Travellers, select the option 'All My Travellers' and click 'Search'. To narrow down the results, enter the search criteria.

School/Centre/Dept

Wildcard search

Search Type: Surname Search Criteria: griffin

Name	Select All	Deselect All	Email	School/Centre/Dept
<input checked="" type="checkbox"/> Dr Amy Griffin			a.griffin@adfa.edu.au	PEMS - TMC Voyager (ADFAPV)
<input type="checkbox"/> Mr Mark Charles Griffin			markg@unsw.edu.au	CPVE - TMC STA (FECPVES)
<input type="checkbox"/> Dr Penelope Griffin			penny.griffin@unsw.edu.au	School Of Social Sciences - TMC Voyager (FAS5552V)

Total Travellers: 3

TRAVELLER HAS BEEN ADDED

The Traveller has now been added and you will be able to make booking as a Travel coordinator.

UNSW AUSTRALIA serko our innovation, your advantage

HOME BOOKING **MY PROFILE** REPORTING ADMIN Stacey McBurney Logout ?

My Profile My Traveller(s) Dr Amy Griffin have been added

Name	Miss Stacey McBurney	Work Phone	0293858367	<input type="button" value="Change"/>
Address	81 Picnic Point Road, Picnic Point, NSW	Mobile Number (incl Country Code)*	0406459366	
Default Division	School Of The Arts And Media - TMC STA			