

UNSW SERKO® ONLINE

LAND ONLY BOOKING

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

HOME PAGE

From the Home Page select 'Make a Quick Booking'.

HOME BOOKING MY PROFILE Chris Test Logout ?

Welcome, Chris Test

Information

ID #	PNR	Travellers	Description	Contains	Travel From	Travel To	Status Type	Total
81	YJFLRS	Mr Chris Test	SYD-BNE-SYD		20 Mar 2012	24 Mar 2012		\$1,368.63

Total Bookings: 1

[View all your bookings\(1\)](#)

[Make a Quick Booking](#) [Request Custom Booking](#)

TRAVELLER SEARCH

Search and select the Traveller you wish to make a booking for, and then select 'Ok'. (This step will only be an option if you are a Travel Coordinator, if not please continue to **INITIAL SETUP**)

Note:

1. You also have the option to create a traveller if you are a Travel Coordinator. (Please see the user guide 'Guest Traveller Booking' for more information)

Traveller Search

Enter the search criteria, then select the Traveller(s) and click 'OK'.

School/Centre/Dept

Wildcard search

Search Type Search Criteria

Land Only Booking

INITIAL SETUP

Complete the booking setup details as required, then select 'Next'.

Notes:

- 1. For a Land only booking you will need to remove the tick from the 'Air' box and select Car and/or Hotel.
- 2. If no policies are available for selection, ensure you have the correct 'School/Centre/Dept.' selected.

The screenshot shows the 'Quick Booking Wizard' interface. At the top, there are navigation tabs for 'HOME', 'BOOKING', and 'MY PROFILE', along with user information 'Chris Test', 'Logout', and help icons. The main heading is 'Quick Booking Wizard' with sub-links for 'Setup' and 'Summary', and a 'Back to Booking List' link. The 'Initial Setup' section contains the following fields and options:

- Traveller(s)***: Text input field containing 'Mr Chris Test' and a 'Search' button.
- What kind of trip is this?***: Radio buttons for 'Domestic' (selected) and 'International'.
- What is this trip made up of?***: Checkboxes for 'Air', 'Car' (checked), and 'Hotel' (checked).
- Available School/Centre/Dept***: Dropdown menu showing 'School Of Business - TMC Voyager'.
- Available Policies***: Dropdown menu showing 'Australia - Main Cities'.

At the bottom of the form, there is a 'Cancel Quick Booking Wizard' button on the left and a 'Next' button on the right, which is circled in blue.

CAR SELECTION

Where 'Car' has been selected in the Initial Setup for the booking, the Car Selection screen will automatically be displayed.

Enter booking criteria, and then select 'Search for Car Availability'.

Notes:-

1. 'Advanced Options' can be used to further refine the Car Availability displayed.
2. By default, the car pick up and drop off locations will be the airport. Advanced Options can be used to amend location(s).

Car Selection

Pick-up City* Sydney (SYD)

Pick-up* 22 Jan 2014 10:00 a.m. Drop-off* 24 Jan 2014 10:00 a.m.

Advanced Options

Policy Options Preferred Preferred and Non Preferred

Drop-off City* Sydney (SYD)

Car Company Avis Rent A Car System, Inc.

Pick-up Location Sydney Nsw 395 Pitt Street, Sydney [Show Locations On Map](#)

Drop-off Location 80 Pyrmont St C/- Star City Pyrmont [Show Locations On Map](#)

Cancel Quick Booking Wizard
Back
Search for Car Availability
Next

CAR AVAILABILITY

SERKO® Online will display available cars and rates.

Select the rate as required, then select 'Next'.

Car Availability

Showing 'Avis Rent A Car System, Inc.' Total Estimated Amount: \$149.13

[Show Map](#)

AVIS Avis Rent A Car System, Inc. Available Car(s): 6
 Pick-up: Melbourne (MEL) on 20 Mar 2012 at 08:20 a.m.
 Drop-off: Melbourne (MEL) on 22 Mar 2012 at 03:45 p.m.
 Location: Melbourne Airport Vic Airport Drive [Show On Map](#)
 Open Hours: 05:00 -23:59

Rate	Information	Vehicle	Options
Next \$36.52 Daily AUD	Description: CORPORATE RATE Km Charge: Unlimited Mileage Estimated Amount: \$49.71 / day	Class: Economy Category: 2/4 Door Car Model: Hyundai Getz 1.5 Or Similar	Transmission: Manual Air Conditioning: Yes
\$37.22 Daily AUD	Description: CORPORATE RATE Km Charge: Unlimited Mileage Estimated Amount: \$50.64 / day	Class: Compact Category: 2/4 Door Car Model: Hyundai Getz 1.5 Or Similar	Transmission: Manual Air Conditioning: Yes
\$38.32 Daily AUD	Description: CORPORATE RATE Km Charge: Unlimited Mileage Estimated Amount: \$52.11 / day	Class: Compact Category: 2/4 Door Car Model: Hyundai Getz Or Similar	Transmission: Automatic Air Conditioning: Yes
\$39.32 Daily	Description: CORPORATE RATE Km Charge: Unlimited Mileage	Class: Intermediate Category: 2/4 Door Car	Transmission: Automatic Air Conditioning: Yes

SPECIAL REQUESTS

Enter any Special Requests required for the Car segment, then select 'OK'.

Special Requests
Please enter any Special Requests you would like for this Car segment.

Extras (Max 3):
 Navigational System

Special Request:
Comment:

HOTEL SELECTION

Where 'Hotel' has been selected in the Initial Setup for the booking, the Hotel Selection screen will automatically be displayed.

Enter booking criteria, and then select 'Search for Hotel Availability'.

Note:- 'Known Hotels Within Location' will display hotels that fall within the search criteria. If no hotels fall within the search criteria, the 'radius' will be extended to widen the search.

Hotel Selection

When?
Check-in* 20 Mar 2012 05:00 p.m. Check-out* 22 Mar 2012 10:00 a.m.

Where?
Closest city* Melbourne (MEL)
Search by* Location Address Name All
Location* Central Business District
Within radius* 5 km

Known Hotels Within Location
The first 50 hotels best suited to your search criteria are displayed.
50 hotels are located within a 5 km radius of Central Business District. [Show On Map](#)

HOTEL AVAILABILITY

SERKO® Online will display available Hotels.

By default, three room rates will be displayed per Hotel. To view more rates, select 'More Rates...'

Select 'Show on Map' to view the hotel location.

Select the appropriate rate, then select 'Next'.

Hotel Availability

Showing 'Location Central Business District' sorted by 'Preferred' Apply Filters... Sort By... Total Selected Rate: \$159.00

[Show Map](#)

Melbourne (MEL), 20 Mar 2012 to 22 Mar 2012 Available Hotel(s): 42 of 49

7 hotels have returned no availability. [Show](#)

Rate Range (AUD)	Hotel	Distance
\$159.00 to \$189.00	Citigate Melbourne Myridelio (IQ) Contact Details Transfer Details Show On Map	0.56 km i P
	Room Rate Room	
<input checked="" type="radio"/> \$159.00	Best Available Rate, Citigate - Twin Beds. ☰	
<input type="radio"/> \$159.00	Best Available Rate, Citigate Room With King Bed. ☰	
<input type="radio"/> \$159.00	Best Available Rate, Citigate - King Or Twin Beds. ☰	
More Rates...		
\$119.20 to \$239.00	Hotel Grand Chancellor Melbourne Vantis Hotel Group (LM) Contact Details Transfer Details Show On Map	0.53 km i \$

SPECIAL REQUESTS

Enter any Special Requests required for the Hotel segment, then select 'OK'.

Special Requests

Please enter any Special Requests you would like for this Hotel segment.

Special Request:

Comment:

COMPLETE BOOKING

Select the Additional Data tab and complete highlighted fields.

Select 'Finish' to create the booking.

Note: -

1. If you don't have all the information required to complete the booking, select 'Hold Booking'. This option will not create a booking, therefore the seats and prices can not be guaranteed. The booking can then be completed at a later stage.
2. Select a credit card (This is only an option when more than one credit card is listed on the travellers profile)

Complete Booking

! Outstanding Tasks

1. Complete items highlighted on the [Additional Data](#) tab
2. Click "Finish" to finalise your Booking

Cancel Quick Booking Wizard
Hold Booking
Finish

ITINERARY
ADDITIONAL DATA
PREFERENCES
More Actions... ▾

Booking Data

Main Destination*

Authoriser *

Custom Fields

Fees (Conference/Seminar) in AUD currency

Additional Costs in AUD currency

Allocation (%)*

Fund*

Department*

Project

Purpose of Travel

Invoice recipient*

Have you submitted relevant online leave forms (recreation/conference)?*

I acknowledge that if the number of private days exceeds 40% of total, FBT may be payable*

Notes

Itinerary

Travel Agency

Please note additional fees may be charged for notes to Travel Agency.

Credit Card Details

Hotel Guarantee

Source	Type	Card Number	Expiry	Name on Card
<input type="radio"/> Traveller - Ms Mary Training	VI	4111*****1111	08/2014	Test
<input type="radio"/> Traveller - Ms Mary Training	VI	4111*****1111	12/2019	Mary Training

BOOKING CREATED

The booking has been successfully created.

An itinerary will be sent to the person who made the booking and Authoriser.

An 'Outstanding Task' email will be sent to the person who made the booking and the Traveller.

HOME **BOOKING** MY PROFILE
Chris Test Logout ?

SERKO® Reference: 85, Amadeus Reference: YVMGHM [Back to Booking List](#)

Status Authorised

Booking Details

Traveller(s) Mr Chris Test	Air Total \$0.00
Date 20 Mar 2012 to 22 Mar 2012	Car Total \$113.27
Policy Australia - Main Cities	Hotel Total \$318.00
Kind of trip Domestic	Other \$0.00
Contains	Expenses \$0.00
School/Centre/Dept School Of Business - TMC Voyager	Trip Total ? \$431.27

ITINERARY
ADDITIONAL DATA
PREFERENCES
AUDIT

20 Mar 2012

Avis Rent-A-Car Ford Falcon Or Similar Confirmation: 32901860AU5	Pick-up: Melbourne 10:00 a.m. Drop-off: Melbourne Melbourne Thu 22 Mar 2012 10:00 a.m.	Class: Full - Size Category: 2/4 Door Car Transmission: Automatic Air Conditioning: No Km Charge: Unlimited Mileage	Price: \$113.27 (1 Car(s) × 2 Day(s) × \$56.64 / day) Description: CORPORATE RATE Status: ✔ Confirmed Best Rate: \$51.05 at Avis Rent A Car System, Inc. Lost Savings: \$11.18 (\$5.59 per day)
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COMPLETING THE UNSW TAB

Note: -

Travel Allowances must be completed in order for your travel to be approved.

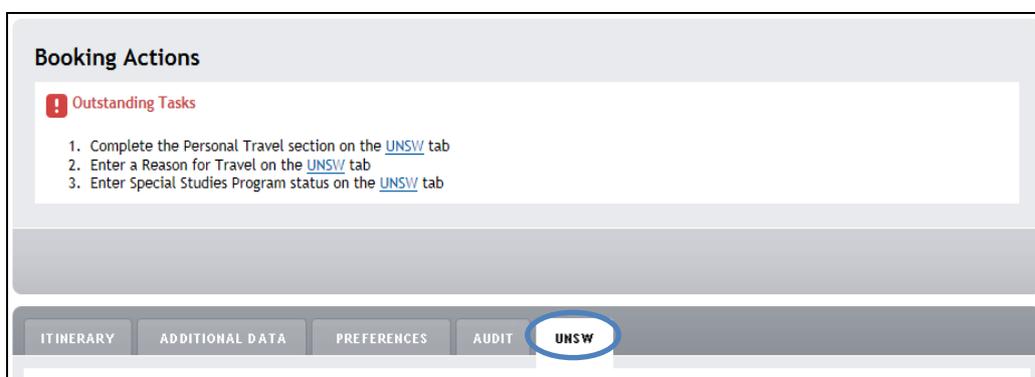
Serko® Online will only calculate Travel Allowances if the Traveller has a Serko® Traveller Profile.

BOOKING ACTIONS

Once a booking has been successfully created in Serko® Online; OR
The Consultant has actioned a booking request; then

The 'UNSW' tab will be displayed allowing the Travel Booker to enter the information pertinent to Travel Allowances and to calculate the allowances due.

From within the booking, select the 'UNSW' tab to access Travel Allowances.



Complete Personal Travel field.

Note:- If the booking contains any Personal Travel you will be required to enter Dates and Times of Personal Travel.

Complete Travel Details fields.

Note:- If the Reason for Travel is Conference/Seminar/Function/Event or 'Training & Development' you will be required to enter 'Dates' and 'Meals Included' with the conference/training.

Select 'Calculate' (The calculated Travel Allowances will be displayed)

The screenshot shows the 'UNSW' tab selected in the navigation bar. The 'Personal Travel' section has a dropdown menu for 'Booking Contains Personal Travel' with '<Please Select>' selected. The 'Travel Details' section has two dropdown menus: 'Reason for Travel' and 'Are you currently on a Special Study Program?', both with '<Please Select>' selected. The 'Travel Allowances' section is empty. A message states: 'Travel Allowance values cannot be displayed until the following are completed: • Entry of Personal Travel details • Completion of Travel Details section'. At the bottom right, there is a 'Calculate' button circled in blue.

COMPLETING THE UNSW TAB cont....

If required, adjust Travel Allowance values up to a maximum value of the calculated amount.

If an allowance is not required, please zero out the amounts in the Total Payable column.

If required, enter a Travel Advance amount.

Travel Allowances

Travel Allowance values have been calculated, and results are displayed below. The payable values shown can be adjusted as required, up to a maximum value of the calculated amount. If changes are made, click Save to retain the updated values and notify the authorisor that changes have been made.

Meals	Date	Breakfast Rate	Lunch Rate	Dinner Rate	Calculated	Total Payable
	Sat 14 Jul 2012	25.70	36.40	51.00	113.10	113.10
	Sun 15 Jul 2012	25.70	36.40	51.00	113.10	113.10
	Mon 16 Jul 2012	25.70	36.40	51.00	113.10	113.10
	Tue 17 Jul 2012	25.70	36.40	51.00	113.10	113.10
	Wed 18 Jul 2012	25.70	36.40	51.00	113.10	113.10
	Thu 19 Jul 2012	25.70	36.40	51.00	113.10	113.10
	Fri 20 Jul 2012	25.70	36.40	51.00	113.10	113.10
	Sat 21 Jul 2012	25.70	36.40	0.00	62.10	62.10
	Total				853.80	853.80

Incidentals	Calculated	Total Payable
	4,258.69	4,258.69

Travel Advance	Comment	Total Payable
		0.00

Totals	Total Due
	5,112.49

Calculate

Save

Cancel

Select 'Save' to complete the process. The booking can now be authorised.