

UNSW SERKO® ONLINE

TRAVEL DIARIES

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

A Travel Diary must be attached to a Serko® Online booking where:-

- Personal Travel accounts for more than 50% of the travel; or
- Travel is for 6 or more nights

Refer to the Quick Reference Guide on 'Travel Allowances' for details on capturing Personal Travel content.

BOOKING ACTIONS

Either on or after the booking return date a Travel Diary can be attached to your Serko® Online booking.

From within the booking, select the 'UNSW' tab.

The screenshot shows the Serko Online booking interface. At the top, there are navigation tabs: HOME, BOOKING (selected), and MY PROFILE. On the right, the user name 'Rob Test' and a 'Logout' link are visible. Below the navigation, the booking reference is 'Serko® Reference: 12066, Amadeus Reference: 4VGTC8'. The status is 'Status Ticketed'. There are buttons for 'Print', 'Email', and 'More Actions...'. The 'Booking Details' section includes:

Traveller(s)	Mr Rob Test	Air Total	\$653.70
Date	5 Mar 2012 to 8 Mar 2012	Car Total	\$0.00
Policy	Domestic Air within Australia	Hotel Total	\$0.00
Kind of trip	Domestic	Other	\$0.00
Contains		Expenses	\$0.00
Cost Centre	Auckland Branch	Trip Total	\$653.70
Last Ticketing Date	22 Mar 2012		

At the bottom, there are navigation tabs: ITINERARY, ADDITIONAL DATA, PREFERENCES, AUDIT, and UNSW (highlighted with a blue circle).

Scroll to the bottom of the page to locate 'Travel Diary'.

Select 'Attach'

The screenshot shows the 'Travel Diary' attachment screen. It has a title 'Travel Diary' and a text area with the message: 'Filename No Travel Diary has been attached to this booking.' Below the text area is an 'Attach' button.

UPLOAD A TRAVEL DIARY

Select 'Browse' to locate and select your Travel Diary file.

Confirm the file attached is complete and accurate.

Select 'OK' to attach the Travel Diary selected; or

Select 'Close' to cancel attaching the Travel Diary.

Upload Travel Diary

To upload a Travel Diary, click 'Browse' to locate the file on your machine, then click 'OK'.

Travel Diary* C:\Travel Diaries\Bkg

declare that the attached Travel Diary is complete and accurate.

The Travel Diary file will now be attached to the Serko Online booking.

Travel Diary

Filename [Bkg 12066 - Travel Diary v1.0.docx](#)

CHANGE TRAVEL DIARY DETAILS

To change the details of a travel diary, you will need to:-

1. Remove the Travel Diary from the booking – Select 'Remove'.

Note: If the 'Remove' button is not displayed please contact your local System Administrator to remove the Travel Diary for you. Contact details for System Administrators can be obtained from procurement@unsw.edu.au.

Travel Diary

Filename [Bkg 12066 - Travel Diary v1.0.docx](#)

2. Enter a Reason for removing the diary *e.g. diary changed, incorrect diary attached*
3. Select OK

Remove Travel Diary

A reason must be supplied before this Travel Diary can be removed, e.g. *diary changed, incorrect diary attached*

Reason:

4. Make changes to the Travel Diary file as required.

5. Attach the *updated* Travel Diary file to the booking.

Travel Diary

Filename [Bkg 12066 - Travel Diary v1.1.docx](#)

REMINDERS

The following reminders will be activated until a Travel Diary is attached to the booking.

EMAIL REMINDER(S)

14 days after the booking return date, if a Travel Diary has not been attached to the booking, a reminder email will be sent to the Traveller.

21 days after the booking return date, if a Travel Diary has not been attached to the booking, a reminder email will be sent to the Traveller.

Select the link within the email to attach a Travel Diary to the booking.

Subject: Booking 12069 - Travel Diary required

It is an Australian Tax Office requirement to file a Travel Diary when the employee is away from his/her residence for 6 or more consecutive nights. A Travel Diary is also required where the purposes of the travel is not exclusively for business purposes (the travel includes some private days). The following booking meets one or both criteria; please file a Travel Diary:

Reference Number: 12069
 Description: SYD-PER-SYD
 Travel From: Feb 28 2012
 Travel To: Mar 1 2012

Please login into Serko® Online and:

1. Attach a Travel Diary

LOGIN REMINDER

Where a Travel Diary has not been attached to a booking, a reminder will automatically be displayed upon Login with a list of bookings that require Travel Diaries.

Select 'Attach' to attach a Travel Diary to the booking.

To exit the list without actioning any booking select 'Close'.

Travel Diary Required

The following bookings require a Travel Diary to be attached.

ID#▲	Traveller ▲▼	Description	Contains	Travel From	Travel To	
12069?	Mr Rob Test	SYD-PER-SYD	✈	28 Feb 2012	1 Mar 2012	Attach

Total bookings: 1

Outstanding Tasks

The following bookings have a task outstanding and require updating.

ID#▲	Traveller ▲▼	Description	Contains	Travel From	Travel To	
12067?	Mr Rob Test	MEL-BNE-MEL	✈	17 Apr 2012	20 Apr 2012	Update
12068?	Mr Rob Test	SYD-MEL-SYD	✈	23 Apr 2012	26 Apr 2012	Update

Total bookings: 2

[Close](#)

REMINDERS cont...

HOME PAGE REMINDER

Where a Travel Diary has not been attached to a booking, a reminder will be displayed on the Travellers Home Page i.e. 'View bookings which require a Travel Diary' link.

ID #	PNR	Travellers	Description	Contains	Travel From	Travel To	Status Type	Total
12067	4VB8F3	Mr Rob Test	MEL-BNE-MEL	✈	17 Apr 2012	20 Apr 2012	⌚ 🌐	\$510.71
12068	4V58OH	Mr Rob Test	SYD-MEL-SYD	✈	23 Apr 2012	26 Apr 2012	⌚ 🌐	\$418.70

Total Bookings: 2

[View all your bookings\(2\)](#) [View bookings which require a Travel Diary\(1\)](#) [View bookings with outstanding tasks\(2\)](#)

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

Upon selecting the 'Travel Diary' link, a list of bookings with no diaries will be displayed.

Select 'Attach' to attach a Travel Diary to the booking.

To exit the list without actioning any booking select 'Close'.

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[Close](#)