Travel approval is required when flights, accommodation or vehicle hire is needed and when travel is over 50kms.

Travel approval is done via Trobexis.

Travel with no accom/flights/external veh. hire:
- Submit to Business Manager Paul Close
- Approval granted
- Email confirmation received

Travel with flights/accom/veh needed:
- Chose Campus Travel & request cost estimate
- Estimate(s) received
- Select preferred option
- Submit to Business Manager Paul Close
- Approval granted
- Email confirmation received
- Booking made by Campus Travel
- Itinerary received