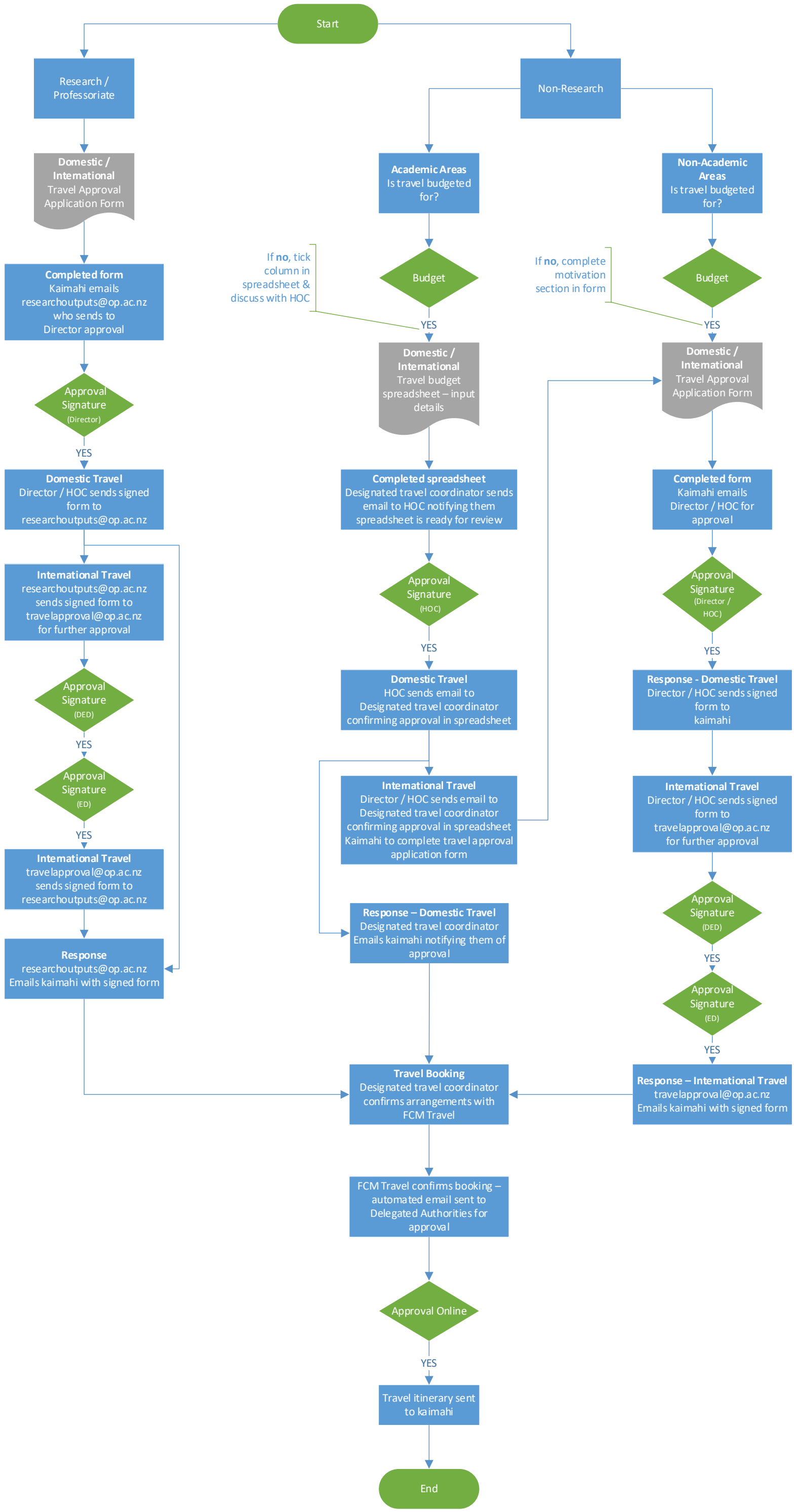
Start
Research / Professoriate
Non-Research
Domestic / International Travel Approval Application Form
Academic Areas Is travel budgeted for?
Non-Academic Areas Is travel budgeted for?
Completed form Kaimahi emails researchoutputs@op.ac.nz who sends to Director approval
If no, tick column in spreadsheet & discuss with HOC
Budget
If no, complete motivation section in form
Budget
YES
YES
Approval Signature (Director)
Domestic / International Travel budget spreadsheet – input details
Domestic / International Travel Approval Application Form
YES
Domestic Travel Director / HOC sends signed form to researchoutputs@op.ac.nz
Completed spreadsheet Designated travel coordinator sends email to HOC notifying them spreadsheet is ready for review
Completed form Kaimahi emails Director / HOC for approval
International Travel researchoutputs@op.ac.nz sends signed form to travelapproval@op.ac.nz for further approval
Approval Signature (HOC)
Approval Signature (Director / HOC)
YES
YES
Approval Signature (DED)
Domestic Travel HOC sends email to Designated travel coordinator confirming approval in spreadsheet
Response - Domestic Travel Director / HOC sends signed form to kaimahi
YES
Approval Signature (ED)
International Travel Director / HOC sends email to Designated travel coordinator confirming approval in spreadsheet Kaimahi to complete travel approval application form
International Travel Director / HOC sends signed form to travelapproval@op.ac.nz for further approval
YES
International Travel travelapproval@op.ac.nz sends signed form to researchoutputs@op.ac.nz
Response – Domestic Travel Designated travel coordinator Emails kaimahi notifying them of approval
Approval Signature (DED)
Response researchoutputs@op.ac.nz Emails kaimahi with signed form
YES
Approval Signature (ED)
YES
Travel Booking Designated travel coordinator confirms arrangements with FCM Travel
Response – International Travel travelapproval@op.ac.nz Emails kaimahi with signed form
FCM Travel confirms booking – automated email sent to Delegated Authorities for approval
Approval Online
YES
Travel itinerary sent to kaimahi
End