

# Finance Forms – International Travel

Finance Forms can be found via the AskOtago login at <https://otago.custhelp.com/app/forms/finance>.

This factsheet takes you through submitting an International Travel invoice

Choose the form type you require and submit using the "Submit Request" button at the end of the form.

**Your Details:** These sections auto-populate when you login



## Finance forms

### Your details

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<b>Department</b>	Supply Chain

### Your request

#### Form type

- |   |  |
|---|--|
| <input type="radio"/> Purchase goods                  | <input type="radio"/> General invoice  |
| <input type="radio"/> Purchase services               | <input type="radio"/> Sundry invoice   |
| <input checked="" type="radio"/> International travel | <input type="radio"/> Research invoice |
| <input type="radio"/> Mobile phone                    | <input type="radio"/> Donation invoice |
| <input type="radio"/> Quote request                   | <input type="radio"/> Credit note      |

### Your Request:

1. Form type - select "International Travel"

2. Supplier – start typing name or number and if it's already in the system it will fill in the rest automatically. You can also manually type in the supplier.
3. Account code – add the account code to be charged – this is a mandatory field and changes format depending which account type you choose

#### International travel

 Please provide a supplier to purchase from if you know it or leave this blank.

Supplier (if known)

 Ensure you arrange travel insurance: [Travel insurance: Book online.](#)  
 If you are travelling to conferences see the [Conference leave policy](#) and attach approval documents below.

Account code \* and dissection 

GL    
 PL e.g. 10.XX.A01 3241.00

Notes

4. Travel Insurance – see link in info section
5. Conference Leave Policy – see link in info section
6. Notes - special notes to the Finance Team
7. Authority – choose how this purchase order has been approved. If you select "Approval attached" or Budget holder approval via workflow" a field will appear to select the Budget Holder. Each selection will provide a separate Information box providing details
8. Attach documents – attach any relevant documents here, they can be any format.
9. Submit request – click to submit to the Purchasing Team to process the order. You will receive a confirmation it has been submitted

 Please indicate whether you have the appropriate authority to make this purchase.

Authority \*

I have authority  Approval attached  Budget holder approval via workflow

Attach documents (if required)

No file selected.



10. Once the Finance One order is completed you will receive an email with the Purchase Order attached