**Club Travel FAQ**

**Q Is there a training video for entering club travel requisitions?**

Yes, the training video is on the finance website:

Training, E Training, Purchasing E Training Videos, Purchase Requisition entry – Club Travel

[https://ulcampus.sharepoint.com/:v:/r/sites/ULFinance/Finance%20Training/Finance%20-%20Club%20Travel%20PR4.mp4?csf=1&web=1&e=EgxsL9](https://ulcampus.sharepoint.com/%3Av%3A/r/sites/ULFinance/Finance%20Training/Finance%20-%20Club%20Travel%20PR4.mp4?csf=1&web=1&e=EgxsL9)

**Q What do I need to include with every club travel requisition?**

* Must have the full quote attached.
* Must code it all under TRAVEL
* Enter the RESNO on the gl line to the name of the person who is travelling
* Must have the TRIP no included in the Product Text
* Must give a full business purpose in the internal message box

**Q Why was my requisition rejected?**

You can read the workflow message by clicking on the triangle in the Amend PR task. Scroll to the workflow log. There will be a message there why it was rejected.

**Q What does RESNO mean?**

When using the product code TRAVEL – this gives you a RESNO box on the GL analysis line. It automatically defaults to your own name. You must change this to the person you are booking the travel for (if they are a UL staff member). This ensures that the requisition will be work flowed correctly and the person who’s resno is entered will not be asked to approve the PR.

**Q When will my requisition be approved?**

You can check the status of your requisition in workflow and if it’s urgent follow up with the current task owner. To do this

* Click on Procurement
* Requisitions
* Enquiries
* Workflow Enquiries Requisitions
* Click Search
* All your active requisitions will show here and you can check the task owner and status.

**Q My requisition is showing as finished but I do not have a PO yet. When will I get a copy?**

* Purchase Orders for Club Travel issue three times per day.
* Any requisition fully approved before 9am will get the PO approx. 9.30am.
* Any requisition that is fully approved between 9am and 12pm will get a PO approx. 12.30pm,
* Any requisition that is fully approved between 12pm and 3pm will get the PO approx. 3.30pm

**Q Sometimes there increases between the quotation being received and the P.O. issuing. What can I do to mitigate against these?**

You should raise the requisition immediately upon receipt of your final quotation or in a short a period as possible thereafter. In order to progress it quickly through the workflow please expedite approval with your Manager/HOD and get it moved on to Purchasing as soon as possible.

**Q What is the Handling Fee on the Quotation?**

The handling fee is the management fee Club Travel charge on every booking made. The rate is 2.95%. The only exception to this is where Club Travel book a hotel but you pay for it at the hotel and expense back to UL. There is no handling fee applicable on this element. Where you book a hotel and Club Travel pay for it on your behalf then the handling fee will be applied.

