



RACP
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EDUCATE ADVOCATE INNOVATE

Member User Guide - Locomote

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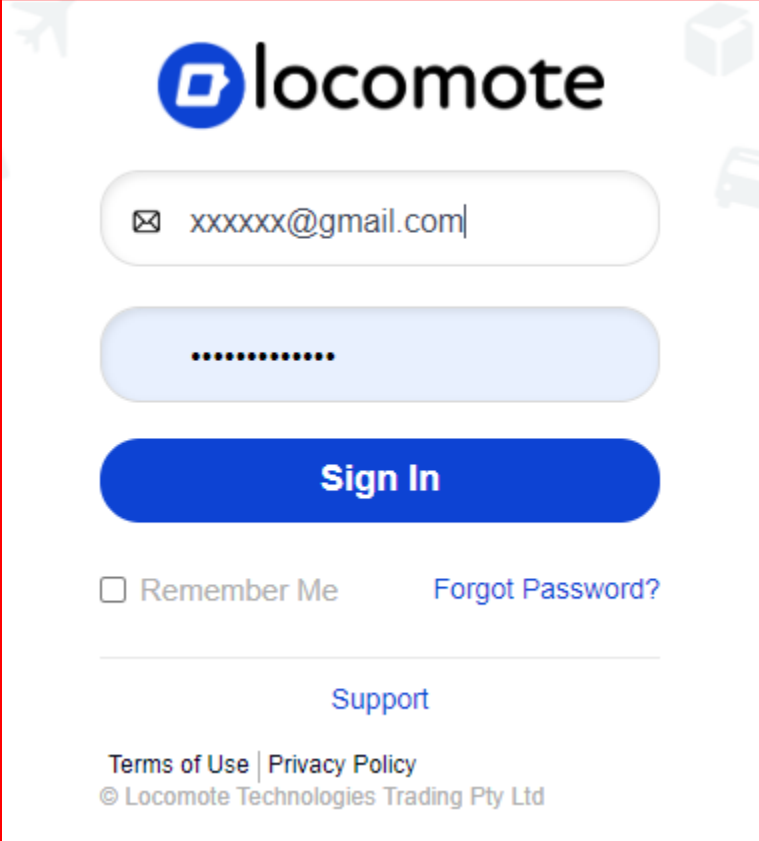
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HOW TO COMPLETE BOOKING

STEP 1: Log into the booking portal. ([Booking portal link](#))

This will be setup using the email provided to the College.

Note: if it is your first-time logging in click Forgot Password to create your new password

A screenshot of the Locomote login page. At the top is the Locomote logo, which consists of a blue square with a white 'L' inside, followed by the word 'locomote' in a black sans-serif font. Below the logo is a white rounded rectangular input field containing an email address 'xxxxxx@gmail.com' with an envelope icon on the left. Underneath the email field is a light blue rounded rectangular password field with a series of black dots representing the password. Below the password field is a prominent blue rounded rectangular button with the text 'Sign In' in white. Under the 'Sign In' button, there is a checkbox labeled 'Remember Me' and a blue link labeled 'Forgot Password?'. At the bottom of the page, there is a 'Support' link, and further down, links for 'Terms of Use' and 'Privacy Policy', and a copyright notice '© Locomote Technologies Trading Pty Ltd'.

STEP 2: Click on the Trip with the status “Booking Required”

Welcome, Lyly Kong

You are now ready to arrange trips for Lyly Kong

Resources

Travel team +61295061396

My Trips | **Lyly's Trips** | Arranged Trips

1 Upcoming Trips

| Traveller | Trip Title | Departure | Itinerary | State |
|-----------|------------|-------------|------------------------|------------------|
| Lyly Kong | N/A | 10 Jul 2024 | Tullamarine Arpt (MEL) | Booking Required |

Step 3: Click on the trip and “Continue Booking”

Quotes -

10:26AM March 28 2024 This trip requires a booking by the traveller or travel arranger

Traveller Information


| | | | |
|--------------------------------------------------------|-------------------------------------------------------------------|--------------------------|----------------------------|
| Traveller Lyly Kong lyly.kong@racp.edu.au | Company Royal Australasian College of Physicians (RACP) | Department N/A | Cost Centre AFRM |
| Trip ID TMP-297ZAJ | Auth Code R938QD | | |

There are currently no uploaded itineraries

[Discuss](#) [Continue Booking](#) [Cancel Trip](#)

[Back to Trip Details](#)

Step 4: Click “Edit Trip”



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- [Dashboard](#)
- [Trip Details](#)
- [Messages](#)
- [Quotes](#)



Company: Royal Australasian College of Physicians RACP
Code: royal.austliasian.college.of.physicians
1700749600

[Change Password](#)

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AU/NZ incl. Trans Tasman (AU Staff)

← Edit Trip

Travellers

★ Miss Lyly Kong

Passport: No passport

+ -

Flight requests


| | Provider To Be Determined | Depart | Arrive | Approx cost | Cabin class |
|--|---------------------------|----------------------------------------------|------------------------|-------------|-------------|
| | Provider To Be Determined | Kingsford Smith (SYD) Wed 10th Jul 12:00 | Tullamarine Arpt (MEL) | AUS200.00 | |
| | | Comments QF flight cheapest | | | |
| | Provider To Be Determined | Tullamarine Arpt (MEL) Fri 12th Jul 17:00 | Kingsford Smith (SYD) | AUS200.00 | |
| | | Comments QF flight flexible | | | |

Hotel request

All requests are subject to availability and may incur an additional fee for this booking from your travel agency. Total cost to be confirmed.

| | Check-In | Check-Out | Nightly Rate | Length of Stay |
|--|--------------------------------------------|-----------------------|-----------------------|-----------------------------------|
| | Melbourne (MEL) | 14:00 Wed 10th Jul | 10:00 Fri 12th Jul | AUS300.00(per night) 2(nights) |
| | Comments Close to 157 Collins St | | | |

Step 5: Click “Continue Editing”





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- [Travel Declaration](#)
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AU/NZ incl. Trans Tasman (AU Staff)

← Edit Trip





Warning

Changing your trip will require re-approval. Your authoriser, travel arranger and travel consultant will be notified upon resubmission.



Return to Dashboard
Continue Editing

Step 6 : Click “Edit Trip”



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Warning
Changing your trip will require re-approval. Your authoriser, travel arranger and travel consultant will be notified upon resubmission.

[Return to Dashboard](#)

[< Edit Trip](#)

Trip Title

Insert a trip name for future reference...

Authorisation

| | |
|-----------------------------------------------------------------|----------------------------------------------------|
| <p>Authoriser Group L1:*</p> <p>Manager - Verifier</p> | <p>Authoriser L1:*</p> <p>Haare, Ashley</p> |
| <p>Authoriser Group L2:*</p> <p>SLT - Final Approver</p> | <p>Authoriser L2:*</p> <p>CHAND, LALESH</p> |

Please use the Forward Authorisation functionality to change the Authoriser of your trip request

Meeting Details

Meeting Name*

Accreditation

Meeting Venue*

RACP Adelaide

Meeting date and time, please add start and finish details

[Change Password](#)

Company: Royal Australasian College of Physicians RACP
Code: royal_australasian_college_of_physicians_1703743650

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Step 7: Click “Search” for each travel item and select each item.

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When you place your travel request, please ensure you remain within the financial thresholds in the RACP Travel Policy.
Financial Thresholds: Air - Restrictive flights only / Hotel - \$302.50 (inc GST)

Travellers: Lyly Kong

Flight Search Request

From: MEL - Melbourne, Tullamarine Arpt To: SYD - Sydney, Kingsford Smith Departure Date: 12-07-2024 Time: 17:00

Flight Search Request

From: SYD - Sydney, Kingsford Smith To: MEL - Melbourne, Tullamarine Arpt Departure Date: 10-07-2024 Time: 12:00

Hotel Search Request

Location*: Melbourne (MEL) Hotel Name: Check-In*: 10-07-2024 Check-Out*: 12-07-2024 Search radius*: 5km

ADD FLIGHT ADD HOTEL ADD CAR SEARCH ALL CONTINUE

Step 8: From the availability screen choose your flights by clicking “Select”
Preferred airline carriers are identified with the **“P”**

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When you place your travel request, please ensure you remain within the financial thresholds in the RACP Travel Policy.
Financial Thresholds: Air - Restrictive flights only / Hotel - \$302.50 (inc GST)

Travellers: Lyly Kong

Flight Modify Search

Depart: Fri 12th Jul 2024

Filters: Airline Direct Duration Depart Arrive Price Sort ↑

| | | | | |
|--------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|-----------------------------------------------------|---------------------|---------------------|
| Virgin AU V859 • Boeing 737 16:00 Fri 12th Jul 2024 MEL 1h 25m 17:25 Fri 12th Jul 2024 SYD | CHOICE AUS 155.00 SELECT More details | FLEX AUS 428.48 SELECT More details | NO OPTION AVAILABLE | NO OPTION AVAILABLE |
| Qantas Airways QF462 • Boeing 737 16:00 Fri 12th Jul 2024 MEL 1h 25m 17:25 Fri 12th Jul 2024 SYD | RED EDEAL AUS 171.24 SELECT More details | FLEX AUS 611.05 SELECT More details | NO OPTION AVAILABLE | NO OPTION AVAILABLE |
| P This indicates a Preferred | | | | |
| Regional Express ZL142 • Boeing 737-800 16:00 Fri 12th Jul 2024 MEL 1h 30m 17:30 Fri 12th Jul 2024 SYD | SAVER AUS 200.10 SELECT More details | FLEX AUS 370.10 SELECT More details | NO OPTION AVAILABLE | NO OPTION AVAILABLE |

Step 9: Select Accommodation by clicking “View Rooms” (see screen shot below)

- Hotels are listed by Preferred Hotel then by Price
- The display shows an Approximate rate, view rooms to get the actual cost of the room
- Preferred hotels are shown with the “P” (same as airline carriers),
- any hotel out of Policy will be shown with a red exclamation mark and will be sent for re-approval.

The screenshot displays a hotel search interface. At the top, there is a search bar with the word "Hotel" and a "Modify Search" button. Below the search bar, the search criteria are: "Check in: Wed 10th Jul 2024", "Check out: Fri 12th Jul 2024", and "Rooms: 1". There are several filter buttons: "Price Per Night", "Hotel Chain", "Hotel Amenities", "Excluding Sold Out", and "Find hotels by text...". On the right side, there is a "Sort" dropdown menu.

Two hotel listings are shown:

- Radisson On Flagstaff Gardens:** 2 km from location, 380 William St, MEL. Approx. nightly rate / room: AU\$ 167.03. It has a "P" icon and a "VIEW ROOMS" button.
- Punhill South Yarra Grand:** 5 km from location, 7 Yarra Street, MEL. Approx. nightly rate / room: AU\$ 122.83. It has a "VIEW ROOMS" button.

To the right of the listings is a map of Melbourne, Australia, showing various suburbs like Strathmore, Essendon, and Brunswick. A "Points of Interest" button is visible on the map. A cluster of blue location pins is overlaid on the map, primarily in the central and southern areas.

Once you view rooms choose the room required (be careful to check for any cancellation penalties)



Radisson On Flagstaff Gardens

2 km from location
380 William St, MEL

Approx. nightly rate / room

[HIDE ROOMS](#)



Hotel Info ▼

Sort Room Rate ▼

City getaway

[More Details](#)

[Room Description](#) ▲

Standard room

[Cancellation Penalties](#) ▲

This room is refundable

The cancellation deadline is 8th Jul 2024 18:00


CXL: CANCEL BY 1800 ON 08 JULY NO PENALTY LATE
CANCEL WILL BE CHARGED 151.45 AUD CC ACCEPTED
AX CU DC JC MA CA VI

AU\$ **167.03**

Average Nightly Rate / room

[SELECT](#)

Step 10: Once your itinerary has been selected click “CONTINUE” and then “Continue Editing” (to update any details as required). Click “Continue” to complete the booking



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- Dashboard
- Trip Details**
- Travel Details
- Additional Information
- Department
- Reason for Travel
- Personal travel is not covered
- Email My Trip Details
- Travel Declaration
- Messages
- Quotes

Company: Royal Australasian College of Physicians RACP
Order: royal-australasian_college_of_physicians
1703743950

Change Password

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AU/NZ incl. Trans Tasman (AU Staff) 👤 🔍

Warning
Changing your trip will require re-approval. Your authoriser, travel arranger and travel consultant will be notified upon resubmission. Return to Dashboard

[< Edit Trip](#)

Trip Title

Authorisation

| | |
|----------------------------------------------------------------------------|-----------------------------------------------------------------|
| Authoriser Group L1:* <input type="text" value="Manager - Verifier"/> | Authoriser L1:* <input type="text" value="Haare, Ashley"/> * |
| Authoriser Group L2:* <input type="text" value="SLT - Final Approver"/> | Authoriser L2:* <input type="text" value="CHAND, LALESH"/> * |

Please use the Forward Authorisation functionality to change the Authoriser of your trip request

Meeting Details

Meeting Name*

Meeting Venue*

Meeting date and time, please add start and finish details

Please add any additional meeting information (if applicable)

Committee*

General ledger, please use the following format 00-000-00000 or 00-000-0000A*

Department

Cost Centre *

Save as default

Reason for Travel

Please add further information*

Personal travel is not covered

| | |
|--------------------------------------------------------------------------|------------------------------------------------------------------------|
| Total travel days* <input type="text" value="3"/> | Number of personal travel days* <input type="text" value="0"/> |
| Percentage of business travel days <input type="text" value="100 %"/> | Percentage of personal travel days <input type="text" value="0 %"/> |

If the number of personal travel days is equal to or greater than 30% of the total number of travel days, please complete the FBT Calculator Excel document located on the [Dashboard](#).
RACP does not permit personal travel

Email Your Trip Details To:

Travel Declaration

I agree to the following:*

- I agree to pay Royal Australasian College of Physicians RACP costs incurred for any personal travel associated with the above.
- I agree with Royal Australasian College of Physicians RACP's Traveller's Policy which is available on the [dashboard](#)

Cancel Trip
Continue

CONTACT DETAILS

| AUSTRALIA AND NEW ZEALAND - Profile access/management and pre-trip requests contact details | |
|---------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|
| Portal and profile queries | Email: travelap@raccp.edu.au Support chat: located bottom left hand corner of portal. |

| AUSTRALIAN - Approved bookings, booking changes contact | |
|---------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Travel Management Team: (Domestic) Naomi Robertson Karin Taliau | Email: locomote@travelbeyond.com.au |
| Travel Management Team: Ashley Ford (International) | Email: locomote@travelbeyond.com.au |
| General Manager Operations: Michelle Entwisle | Email: locomote@travelbeyond.com.au |
| Event Management (Groups): Rosie Iannelli Rhonda Alaeddin | Phone: +61 (0)2 9506 1325 Email: rosie@eventsbeyond.com.au Email: rhonda@eventsbeyond.com.au |
| Partnership Success Manager: Silvana Johnston | Ph: (02) 9506 1392 Mobile: 0433 859 344 Email: Silvana.Johnston@travelbeyond.com.au |
| Finance Contact: (for any account/finance queries) | Email: accounts@travelbeyond.com.au |
| Office Hours: 08h30 – 18h00 After Hours Assist: in the event of an emergency. | Monday to Friday Toll free 1300 239 663 +61 2 9506 1310 Ph: 1300 239 663 Calling From Overseas: +61 2 9571 5555 |
| For personal holiday bookings contact the team at Escape Beyond 'Travel by Design' | Email: emma@escapebeyond.com.au Web: www.escapebeyond.com.au |

NEW ZEALAND - Approved bookings, booking changes contact

| | | |
|---------------------------------------------------------------------------------------------|-------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Travel Manager | Nikki Bligh | Email: online@travelbeyond.co.nz Or: nikki@travelbeyond.co.nz |
| Operations Manager: | Jessica Laing | Email: online@travelbeyond.co.nz |
| Event Management (Groups) | Rosie Iannelli Rhonda Alaeddin | Phone: +61 (0)2 9506 1325 Email: rosie@eventsbeyond.com.au Email: rhonda@eventsbeyond.com.au |
| Partnership Success Manager: | Silvana Johnston | Ph: +61 (02) 9506 1392 Mobile: 0433 859 344 Email: Silvana.Johnston@travelbeyond.com.au |
| Finance Contact: (contact for any account or finance queries) | | Email: accounts@travelbeyond.com.au |
| Office Hours: 09:00 – 17:30 After Hours Assist: in the event of an emergency. | | Monday to Friday Ph: +64 9 303 9252 Ph: +64 9 303 9252 |
| For personal holiday bookings contact the team at Escape Beyond 'Travel by Design' | | Email: emma@escapebeyond.com.au Web: www.escapebeyond.com.au |

FREQUENTLY ASKED QUESTIONS

Q: I can't remember my password?

A: Follow the 'Forgot My Password' prompts on the login screen - a reset password link will be emailed to you. Alternatively email support@locomote.com

Q: Where do I find my airline reference/locator (for pre-seating or flight check-in)?

A: The airline reference/record locator is referred within the itinerary as “confirmation”. It is located within the respective air segment (to the right) and appears as: **Confirmation: WBCKM2** (example only)

Q: Can I book personal trips in Locomote?

A: No – personal trips should not be booked via Locomote.

Q: How do I book personal trips?

A: Contact “Escape Beyond” – Travel Beyond Group’s specialist leisure travel managers. They can assist with domestic and international travel arrangements.

Q: I am making a booking in Locomote and can't find a hotel I usually stay at. What do I do?

A: Complete your booking as usual, then use the “**REQUEST**” option (next to Search) to send an email to TBG add a comment. Your designated Travel Beyond consultant will respond to you directly with options.

Q: My booking is “hotel only”. How do I make a booking when my hotel does not display in Locomote?

A: For hotel only bookings where the preferred hotel “**REQUEST**” option (next to Search) to send an email to TBG add a comment. Your designated Travel Beyond consultant will respond to you directly with options.

Q: It's late at night and I have a business trip departing tomorrow that I can no longer travel on - what are my options?

A: Contact Travel Beyond after-hours support team (contact details appear on your dashboard) and they will assist with your cancellation/rescheduling.

Q. I've arrived at my hotel to be told that a booking is not held. What do I do?

A: Contact your Travel Beyond team – 24/7/365.

Q. How do I amend my reservation (booked via Locomote)?

A: During business hours add a note to the trip via the messages tab within a trip, and **if within 48hrs of departure call the TBG team to action**. If outside of business hours call the number on your dashboard which will go to an after-hours service (as above) Contact Travel Beyond for any amendments/cancellations.