



Whole-of-Australian-Government Travel Arrangements Advice 2014/33 – Request for information to facilitate transition to new Travel Management Services arrangements

26 November 2014

Dear Travel Manager

As you would be aware, the procurement process for Whole of Australian Government Travel Management Services is expected to be finalised soon.

To facilitate a smooth transition to the new arrangements, the Department of Finance (Finance) will be contacting entities shortly to confirm/collect information on integration requirements. Integration may include one or more of the following:

Full Integration – a manual or automatic feed from an HRMS to update Traveller Profile information and third level enhanced data flows through to an EMS, FMIS or both.

HRMS Feed – a manual or automatic feed from an HRMS to update Traveller Profile information.

Expense Feed – a manual or automatic feed to an EMS, FMIS or both.

Custom Approval – a bespoke system used to track travel expenditure for the purpose of approval and acquittal (the approval number flows through the booking and is matched in the acquittal process from a data feed provided by the current TMC).

TA Integration – a link with 'off the shelf' software used for calculating travel allowance that is managed as part of the booking process.

It would be much appreciated if you could prepare information on your entity's integration requirements by 5 December 2014 in readiness of contact from Finance.

Please contact TCMS at tcms@finance.gov.au or (02) 6215 2447 if you require any further information on this advice.