

Monash Travel Newsletter



January 2006 - In this issue:

- ✈ [Negotiated Qantas Discount](#)
- ✈ [Travel Bookers Network](#)
- ✈ [New Airline Airfares March to March](#)
- ✈ [Hints on using ResX](#)
- ✈ [ResX vs Qantas.com](#)
- ✈ [ResX Training Sessions](#)
- ✈ [Qantas, Virgin, Singapore & Malaysian Airline Deals](#)
- ✈ [Travel Insurance Certificates](#)
- ✈ [Qantas Club Memberships](#)
- ✈ [BTI Staff](#)
- ✈ [Profiles](#)
- ✈ [Mastercard – Enhanced Data](#)
- ✈ [Thrifty extend deal to New Zealand](#)

**** 25% discount ****

Did you know that this is the University's negotiated discount on all Qantas International fares? The discount is part of Qantas's national agreement for universities and, for Monash, is only available if booked via BTI.

Monash also have special deals for flexible domestic fares [Bus 25%, Full Economy 30% and Flexible economy (K class) at 12%]. We get the same rates for Qantas red-e Internet fares but as these cheaper fares are of limited supply then use of a K class with its flexibility advantage becomes an attractive alternative.

Travel Bookers Network

CONGRATULATIONS to *Amanda Crichton* from the Faculty of Education who was the winner of the Travel Booker's registration prize. Amanda has won a return flight (Melbourne to Sydney, Adelaide or Hobart) on Qantas.

If you have a role as a travel booker (i.e. you book travel on behalf of a group of staff in your department) and you would still be interested in joining the network, then please register by emailing your details (*name, email address, phone number, and number of staff you book for*) to –

traveloffice@adm.monash.edu.au or call Cathy Stephens on x56075 to register.

Hints on using ResX

When searching for flights in ResX the system has been set up to default to search 2 hours either side of the requested time, however, you may decide to view a greater selection of flight options.

You can do this by selecting - **VIEW FLIGHT SCHEDULES**. This presents more flight options. From this point you may decide that your original

flights suited your requirements so you would click on **PRICED ITINERARIES**, which will take you back to your original flight request. Alternatively, you may decide to select different flights and click on **PRICED OPTIONS**, this will bring up a new fare quote.

ResX vs Qantas.com

Why should I use ResX for domestic bookings rather than go direct to qantas.com.au?

- You can see all fares (including Virgin & Jetstar) in the one screen.
- If there are no Red-deals available and you have to travel that day and therefore book a higher priced, flexible fare, then Monash's Qantas discounts apply (these are not available direct on qantas.com)
- Monash (and Qantas) capture all Monash Qantas travel in ResX. This is critical data and is required to maintain our QF discounts – including our substantial international discounts.
- It selects flights around your preferred time window.
- You can book rental vehicles and hotels in the same system.
- Your profile information is automatically transferred to your bookings.

ResX Training Sessions

The Travel Advisory Office is planning to conduct regular, ResX training sessions for small groups (up to 8 persons). Initially, priority will be given to travel bookers rather than travellers if the demand for places exceeds eight.

The first ResX training session for 2006 will be held on **Tuesday 21st February at 10.00am** in the Financial Resources Management Division's meeting room, 710 Blackburn Rd Clayton. Sessions are expected to last about 80 minutes.

To register, please phone: Cathy Stephens on x56075.

***** Travel Bookers or travellers who attend a ResX training session before May 31st 2006 will go into a draw to win a free, return flight (Melbourne to Sydney, Adelaide or Hobart) on Qantas.**

Newsflash!!

Any travellers or travel bookers who become a new user of ResX from 1st February 2006 to 31st March 2006 will go in to a draw to win a free, return flight (Melbourne to Brisbane, Sydney, Adelaide or Hobart) on Qantas.

Qantas, Singapore & Malaysian Airline deals

Monash University, along with all other Australian universities, is currently working towards a new agreement with **Qantas**. We have been advised that a new University agreement will be coming in to effect 1st of April 2006. Full details will be provided at a later date.

Singapore Airlines and Monash University have recently finalised an agreement to provide special deals on all major routes.

Monash and **Malaysian Airlines** have this week finalised a contract covering major route deals, particularly for travel to Kuala Lumpur and Johannesburg.

Apart from their competitive economy class fares **Malaysian airlines** also offer highly attractive business class fares. For example, a return business class fare (class D) to Johannesburg is \$4,321, and to Kuala Lumpur \$2,944. Business class fares also include limousine transfers to and from the departure airport in Australia. The above-mentioned fares and deals with Malaysian airlines are only available through BTI Australia.

Travel Insurance Certificates

The Travel and Insurance office are working with the distributors of Flightlock to automate the issuing of insurance certificates for international travel from data captured in Flightlock. This will remove the obligation of travellers to log into the Insurance website and register for travel insurance.

It is anticipated that this project will be finalised by quarter 2–2006, but in the meantime you are still required to register for insurance for all international trips.

Qantas Club memberships

Monash staff members are reminded that Qantas Club Memberships can no longer be charged to Monash funds (refer the University's Staff International Travel Policy). University employees can, however, negotiate such memberships as part of their salary packaging arrangements. Please refer to section 4.8 of the Staff International Travel Policy.

The Qantas Club corporate rates for Monash University staff are \$195 (1 year) and \$325 (2 year).

*** Please note that the Monash rates are different to the standard rates that are published on the application form.**

BTI Staff

After some early teething problems BTI have now gained a clear insight into what is required to meet our needs.

To provide the quality service we demand, staff changes were made and BTI now have a dedicated team of experienced consultants assembled to service Monash travellers.

Business Manager: *Cony Marinacci.*

Team Leader (Operations) & VIP Consultant: *Cynthia Neal.*

Team Leader (HR): *Cati Jumpponen*

International Consultants: *Natalie Ensor, Chandni Perera and Yvette Miodek.*

International/Domestic/AUSAID: *Melanie Gault*

Domestic Consultants: *Belinda Perry and Courtney Nunn.*

Traveller profiles

Over 1,000 Monash staff have now activated their traveller profile with BTI. Traveller profiles are required for all Monash travellers to ensure their booking is expedited and all important traveller information is passed to the airline (such as seating and meal preferences, passport details for international trips, credit card details for airline charges).

Initially, in July 2005, over 6000 profile "shells" were passed to BTI but, due to privacy legislation, these carried basic information only - name and email addresses. Travellers are therefore required to activate and update their profile with more detailed information. For more details on profiles please visit:

<http://www.firm.monash.edu.au/travel/profiles/index.html>

Thrifty deal to include New Zealand

Monash University is presently negotiating with Thrifty to extend their current domestic agreement for car rental to include New Zealand. Thrifty have offered highly competitive rates and once the agreement is finalised these will be notified and made available through BTI.

Enhanced travel data for Mastercard

The Travel Office and Corporate Finance division are currently working with BTI, Westpac and Mastercard to provide enhanced data feeds for travel-related expenses charged to the University Mastercards. The enhanced data will carry passenger details and dates of travel.

Once the data is provided through the card feed, it will be available to those University administrators that reconcile Mastercard expenses. It is hoped that this enhancement will be available by March 2006.