

**JOB DESCRIPTION**  
**Travel Administrator**  
**Vacancy Ref: N1867**

<b>Job Title:</b> Travel Administrator	<b>Present Grade:</b> 4
<b>Department/College:</b> Procurement, Finance Division	
<b>Directly responsible to:</b> Travel Supervisor	
<b>Supervisory responsibility for:</b> none	
<p><b>Other contacts</b></p> <p><b>Internal:</b> Other areas of Finance, customers throughout the University</p> <p><b>External:</b> Travel suppliers and accounts contacts in the supply chain</p>	
<p><b>Major Duties:</b></p> <ul style="list-style-type: none"> <li>• Be the first point of contact in providing travel advice to traveler’s escalating any requirements outside normal arrangements to the Travel Management suppliers for resolution.</li> <li>• Maintain the on-line booking tool, updating traveler’s information and ensuring that all documents and guidance are kept up to date.</li> <li>• Make business travel bookings on behalf of University staff, liaising with staff to ensure that bookings are dealt with promptly and that any queries are raised, followed up and resolved satisfactorily. Expedite tickets and ensure that all documentation and arrangements are in place in accordance with the traveler’s needs.</li> <li>• Maintain the travel information provided on the travel web-site and booking portal ensuring that it is kept up to date at all times.</li> <li>• Work with the purchasing and accounts payable administrators assisting with the purchase to pay of the department and providing cover during absence.</li> </ul>	