

JOB DESCRIPTION

Vacancy Ref: [Click here to enter text.](#)

Job Title: Travel Administrator	Present Grade: 4
Department/College: Procurement, Finance Division	
Directly responsible to: Travel Supervisor	
Supervisory responsibility for: none	
Other contacts	
Internal: Other areas of Finance, customers throughout the University	
External: Travel suppliers and accounts contacts in the supply chain	
Major Duties:	
<ul style="list-style-type: none"> • Be the first point of contact in providing travel advice to travellers escalating any requirements outside normal arrangements to the Travel Management suppliers for resolution. • 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. • Maintain the travel information provided on the travel web-site and booking portal ensuring that it is kept up to date at all times. • Work with the purchasing and accounts payable administrators assisting with the purchase to pay of the department and providing cover during absence. 	