

Travel Process for Psychology PG students

Step 1

- Before any travel can be arranged please complete the **Travel approval form**.

Step 2

- For PReSS account holders- please check you have sufficient funds in your account. You can access a report showing your PReSS account balance by –
- Logging into [Student Services Online \(SSO\)](#).
- You will see a link under “My Finances” (bottom left hand corner). The report is updated monthly.
- Conference costs is limited to a maximum of \$4800 over the four year period, or until the first submission, regardless of funding band.

Step 3

- Contact uoa@apx.co.nz to request a quote for your flights, taxi and accommodation. Insert the relevant costs from the chosen option on your quote into **section 3** of the Travel form.

Step 4

- Obtain approval from your supervisor and email a copy of the COMPLETED travel form to s.oshea@auckland.ac.nz

Step 5

- Once the travel form has been approved by your supervisor, confirm your quote option to APX.

Step 6

- APX will then generate a client statement, email the client statement and to s.oshea@auckland.ac.nz

Step 7

- STC will contact APX directly with the Purchase order number.

Step 8

- APX will then contact you with the tickets within 2-3 days.

Step 9

- Process is now complete!