

# TRICAP Quick Reference

The Travel Approval Portal is an online application form for university related travel for students and staff.

## Who should use the system?

The system is available to all staff and students. The portal must be used for approval of all trips overseas during which a staff member is working abroad. Students must register their trips when travelling on university business.

## Why do I have to use the portal?

The portal is used for various purposes:

- Security use the portal to know who is in country when political or emergency situations arise in certain countries
- To provide insurance cover under the University's travel insurance policy
- To check the trip complies with local immigration, tax and other regulatory requirements.

## Getting Started

1. Log in to <https://frontdoor.spa.gla.ac.uk/tins> using your GUID and password.
2. Click the Click here to Apply tile to apply.



## How To Complete an Application

The simplest scenario is when you are the only traveller for a single destination.

1. Click the Click here to Apply tile on the home screen. The system will populate as many details as possible based on your GUID.
2. Click Add Destination.

### Travellers

+ Add Staff/Student + Add Partner/Child

Name	Nationality	Traveller Type
Mr Brian McKenna	UNITED KINGDOM	Staff

### Destinations

If you are requesting travel approval for more than one trip and the journeys are not continuous, then need to be submitted for each trip.

Please note that all destinations to be visited during a single trip must be listed separately.

+ Add Destination

Destination	Dates	Travel Warning
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3. Fill in remaining mandatory fields marked with \*.
4. Click Submit.

## Tips

### Travellers

You can apply for yourself and/or others in a single application. Spouses, partners and children can also be included (does not apply to undergraduate students or Erasmus Mundus Joint Masters Degree students).

### Destinations

Multiple destinations can be included in a single application, if journeys are continuous.

### Holidays

Up to 3 days holiday within the travel dates are covered by University travel insurance providing this is incidental to the whole trip.

### Approval

Some applications are automatically approved while others require approval by Finance, HR and the Security Team. This depends on destination, activities and duration of trip.

### Cover Notes

Once approved, a cover note for insurance purposes is issued as a PDF email attachment. This covers all travellers and destinations and contains important contact information for emergencies.

### Drafts

You can save a draft application and open it later by clicking the My Applications tile.

### FCO Advice

Travellers are responsible for checking the status of the area that they will be visiting if the destination is a country where the FCO advise against travel. The form contains a link to the FCO website for this purpose.

### Staff trips over 60 days

Where staff are planning to work overseas for more than 60 days, the individual will need to complete additional questions on tax, immigration and insurance. Further information on completing these questions can be found at

[www.gla.ac.uk/myglasgow/humanresources/globalmobility](http://www.gla.ac.uk/myglasgow/humanresources/globalmobility)

### Technical Issues

Report to [www.gla.ac.uk/services/it/helpdesk](http://www.gla.ac.uk/services/it/helpdesk)

### Questions

Where your application has yet to be approved, please contact the appropriate area:

- Insurance: [finance-insurance@glasgow.ac.uk](mailto:finance-insurance@glasgow.ac.uk)
- HR: [arts-hr@glasgow.ac.uk](mailto:arts-hr@glasgow.ac.uk)  
[mvl-hr-enquiries@glasgow.ac.uk](mailto:mvl-hr-enquiries@glasgow.ac.uk)  
[scieng-hr@glasgow.ac.uk](mailto:scieng-hr@glasgow.ac.uk)  
[socsci-hr@glasgow.ac.uk](mailto:socsci-hr@glasgow.ac.uk)  
[us-hr@glasgow.ac.uk](mailto:us-hr@glasgow.ac.uk)
- Payroll: [finance-payroll-pensions@glasgow.ac.uk](mailto:finance-payroll-pensions@glasgow.ac.uk)
- Tax: [finance-accountingandtax@glasgow.ac.uk](mailto:finance-accountingandtax@glasgow.ac.uk)
- Security: [security-main-campus@glasgow.ac.uk](mailto:security-main-campus@glasgow.ac.uk)