**BSBADM406 Organise business travel**

# ASSESSMENT INSTRUMENT: WRITTEN QUESTIONNAIRE

# Version 1.0

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| **ASSESSMENT COVER SHEET: WRITTEN QUESTIONNAIRE** |
| **Special Arrangements/Modifications:**  |
|  |
| **Result:** |  □ **Competent** □ **Not Yet Competent**  |
| **Assessor’s Comments:** |
|  |
| **Assessor’s Signature:** |  | **Date:** |  |
| **Candidate’s Signature:** |  | **Date:** |  |

**Candidate instructions:**

Provide a written response for each question in the designated spaces below. You will be assessed on your knowledge of organising business travel in accordance with your organisation’s policies and procedures. If you are currently not working, you are welcome to simulate your responses where ever necessary. You have 1 hour to complete the assessment. If you are unsure of what a question is asking, please raise your hand and speak to a trainer. Ensure you provide a response to every question in this written questionnaire. Insert your responses into the “response” column only.

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| **Question** | **Response** | **Result (Assessor use only)** |
| S | NYS | Comment |
| 1. Why is it important to make travel arrangements in accordance with an organisation’s policies and procedures? |  |  |  |  |
| 2. List at least three documents which are commonly required on a business trip. |  |  |  |  |
| 3. What are some examples of legislation which would impact on business travel? |  |  |  |  |
| 4. What might an organisation’s policy be on the use of internet sites to conduct research for business travel? |  |  |  |  |
| 5. You have organised a business trip with the following details:Accommodation: $5,000Flights: $2,000Food: $500Leisure: $500Your budget is $10,000. Does the above information comply with the budgetary requirements? |  |  |  |  |
| 6. List three ways business travel costs could be paid. |  |  |  |  |
| 7. How would you make credit arrangements when organising overseas travel? |  |  |  |  |
| 8. If you do not confirm travel arrangements, what could potentially go wrong? |  |  |  |  |