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| **UniTask Travel Request Template****(Domestic)** |
| 1. Prior to submitting a travel request: Travellers must review the [Six steps to travel](https://travel.uq.edu.au) and comply with the [UQ Travel Policy](https://policies.uq.edu.au/document/view-current.php?id=8) and [Dual Purpose Travel (DPT) Procedure](https://policies.uq.edu.au/document/view-current.php?id=32)
2. This Template is to be used as a resource to assist with completing the [UniTask Travel Request](https://travel.uq.edu.au/six-steps-travel/2-approval-travel)
3. This Template is not to be used for offline Travel approval
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| **Approval** |
| Active approval is generally NOT required for domestic travel. Check [UQ Travel](https://travel.uq.edu.au/latest-travel-updates-information-uq-travellers) website for latest travel updates. |
| **Traveller details** |
| Traveller type | Choose an item. |
| UQ staff – enter Name and UQID |  |
| Non-UQ – enter First name / Surname / Email (email not mandatory) |  |
| **Trip details** |
| Primary reason for travel (main reason) | Choose an item. |
| If primary reason is *Adding location to approved trip* enter Existing Trip ID? |  |
| If Fieldwork undertaken enter UQ Safe Trip ref ID |  |
| PRIMARY travel destination (meaning main country) |  |
| Provide summary below of the trip (noting all UQ business activities) |
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| Trip type | Choose an item. |

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| **Trip details** |
| Departure location (city/town) | Arrival location (city/town) | Date(departure date from the Departure location. Exception: date of final leg is the date of arrival into *final destination*) |  |
| Click here to enter text. | Click here to enter text. | Click here to choose date. |  |
| Click here to enter text. | Click here to enter text. | Click here to choose date. |  |
| Click here to enter text. | Click here to enter text. | Click here to choose date. |  |
| Click here to enter text. | Click here to enter text. | Click here to choose date. |  |
| Click here to enter text. | Click here to enter text. | Click here to choose date. |  |

Additional rows can be added by clicking the + beside the ‘End date’ box.

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| Total number of nights away: |  |
| Does trip include private days during the UQ business trip? | Choose an item. | Total number of private nights away: |  |

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| **Dual Purpose Travel (complete only if applicable)****Dual purpose travel** section will be required if trip includes *any* private days |
| Activity (incl private days) | Location (city/town) | Start Date  | End Date |  |
| Click here to choose Activity. | Click here to enter text. | Click here to choose start date | Click here to choose end date. |  |
| Click here to choose Activity. | Click here to enter text. | Click here to choose start date | Click here to choose end date. |  |
| Click here to choose Activity. | Click here to enter text. | Click here to choose start date | Click here to choose end date. |  |
| Click here to choose Activity. | Click here to enter text. | Click here to choose start date | Click here to choose end date. |  |
| Click here to choose Activity. | Click here to enter text. | Click here to choose start date | Click here to choose end date. |  |

Additional rows can be added by clicking the + beside the ‘End date’ box.

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| **Budget** |
|  Budget estimate |  How will travel be funded? |
|  Expense type | Amount AUD $ | Funding type | Amount AUD$(complete relevant fields) |  | Funding Source Details |
| Choose an item. | 0.00 | Choose an item. | UQ funds  | Chart string: |  |
| 0.00 |
| Choose an item. | 0.00 | External funds  | Name of external organisation(s): |  |
| 0.00 |
| Choose an item. | 0.00 | Personal funds  |  | Personal contribution |
| 0.00 |
| Choose an item. | 0.00 | **TOTAL:** | $0.00 | (should equal BUDGET TOTAL ESTIMATED EXPENSES) |
| Right click the $0.00, then click **Update Field** for total to calculate |
| Choose an item. | 0.00 |
| Choose an item. | 0.00 |
| Choose an item. | 0.00 |
| Other please specify here | 0.00 |
| **BUDGET TOTAL ESTIMATED EXPENSES:** | $0.00 |
| Right click the $0.00, then click **Update Field** for total to calculate |

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