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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 | |
| **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 |

CRICOS Provider Number 00025B. Last updated 10102022