|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **UniTask Travel Request Template**  **(International)** | | | | | | |
| 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 Details** | | | | | | |
| Travel Approver name | | Click here to enter text. Travel approver is generally Head of Business Unit or approved delegate | | | | |
| **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) | | | | | | |
|  | | | | | | |
| Explain below how travel aligns to UQ objectives and strategic priorities and why the requested travel is the only viable way to achieve the business/academic objective. | | | | | | |
|  | | | | | | |
| Trip type | | Choose an item. | | | | |
| **Trip details** | | | | | | | |
| Departure location (city/town/village & country) | Arrival location (city/town/village & country) | | Arrival location DFAT rating  as per [DFAT smartraveller](https://www.smartraveller.gov.au/destinations) | 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 DFAT rating. | Click here to choose date. |  | | |
| Click here to enter text. | Click here to enter text. | | Click here to choose DFAT rating. | Click here to choose date. |  | | |
| Click here to enter text. | Click here to enter text. | | Click here to choose DFAT rating. | Click here to choose date. |  | | |
| Click here to enter text. | Click here to enter text. | | Click here to choose DFAT rating. | Click here to choose date. |  | | |
| Click here to enter text. | Click here to enter text. | | Click here to choose DFAT rating. | Click here to choose date. |  | | |
| Click here to enter text. | Click here to enter text. | | Click here to choose DFAT rating. | Click here to choose date. |  | | |

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

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Travel Diary and Dual Purpose Travel (complete only if applicable)**  **Travel diary** section will be required if trip exceeds 6 nights, no private days.  **Dual purpose travel** section will be required if trip includes *any* private days  (Activity selection *Private day* and *Personal weekend* only apply to Dual purpose travel) | | | | |
| Activity (incl private days) | Location (city/town/village & Country) | 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. |  |
| 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.

|  |  |
| --- | --- |
| **High risk destinations (complete only if applicable, or continue to Budget)** | |
| Is the travel essential and why can’t the business objective be achieved via other means or in another destination? Detail benefits travel will provide to UQ or opportunity cost if travel not undertaken? | |
|  | |
| What are the main risks associated with the travel? Detail how the risks will be managed and/or mitigated. Consider personal health and safety risk as well as reputational/strategic risks to UQ. | |
|  | |
| What passport will you travel on? Detail any additional information regarding visas, entry/exit requirements for all destination/s. |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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 |