

Purpose of this Form

- ➔ This form must be completed by the UQ traveller, or an approved UQ travel arranger on behalf of the UQ traveller.
- ➔ This form applies to all UQ travel to, within or between countries outside of Australia and all UQ travellers based in Australia and overseas.
- ➔ This form should only be completed ONCE PER TRIP PER TRAVELLER.

International travel process

- ➔ Detailed information on the UQ international travel approval process, booking and insurance can be found on the [UQ Travel website COVID-19 FAQs](#). The UQ international travel approval process and requirements must be met before travel can be booked.
- ➔ Completed International Travel Business Case and Declaration forms must be emailed to travel@uq.edu.au and your finance team prior to booking.

Traveller Name:	
Traveller Type:	Staff Student Guest (non-UQ)
School/Institute/Business Unit:	
Primary Trip Reason (select one):	<input type="checkbox"/> Conference/seminar/meeting <input type="checkbox"/> Teaching <input type="checkbox"/> External engagement <input type="checkbox"/> Academic collaboration <input type="checkbox"/> Research <input type="checkbox"/> Field work <input type="checkbox"/> Study
Destination/s: (to/from and including transits)	
Travel Date/s: (including total nights away)	
Private Days: (include number of days)	YES NO
COVID-19 Vaccination Status (at time of travel)	Fully Vaccinated YES NO
Notes to Finance: (include chart string/s, UQ estimated budget and external budget)	

Traveller Declaration

As the approved UQ traveller (or travel arranger on behalf of traveller), I confirm I have:

1. Explored all alternative options to undertake my business in a safer environment/destination and determined that this proposed travel is the only viable means to undertake the business/achieve objectives.
2. Ensured funds are available to pay for this travel and all associated costs, including costs not covered by UQ Travel Insurance.
3. Reviewed the [International SOS \(ISOS\)](#) and DFAT [Smart Traveller](#) advice (or local government travel advice for offshore travellers), have considered all material risks and have controls in place to manage those risks including valid passport and visa, visa entry restrictions and any mandatory self-isolation and vaccination requirements.
4. Been fully vaccinated against COVID-19 prior to undertaking travel.
5. Read the relevant travel and insurance information on the [UQ Travel website COVID-19 FAQs](#).
6. Read the relevant [UQ Travel Insurance Brochures](#) and completed all required actions.
7. Understood there is no travel insurance for COVID-19 related changes, cancellations and travel delays, and that cover may not be available for medical and medical evacuation expenses in some circumstances.
8. Assessed the risks associated with this travel and will take all reasonable precautions to ensure my (or traveller) health, safety, welfare and security.
9. Read and will abide by the [UQ Travel Policy and Procedure](#), and other relevant UQ policies and procedures.
10. Completed the [Dual Purpose Calculator](#) (if taking private days in conjunction with UQ approved travel).
11. Completed all the relevant [Risk Assessments](#) and [Work off Campus / Field Trip](#) forms.
12. Understood UQ will not be responsible or liable for managing any issues relating to or arising from private travel (including accompanying non-UQ travellers) undertaken in conjunction with any UQ approved travel.
13. Updated emergency contact details in [Workday](#) and [International SOS \(ISOS\) MyTrips](#), where applicable.

As the UQ approved traveller (or the approved UQ travel arranger) I undertake to:

1. Book all business travel departing Australia through UQ's preferred travel supplier FCM Travel Solutions, where possible.
2. Carry the International SOS (ISOS) Travel Assistance 24/7 contact number +61 2 9372 2468 Membership Number 12AYCA778031 on me whilst travelling and will contact them in the event of any medical or security issue, encountered whilst travelling.
3. Register all travel plans with [International SOS \(ISOS\) MyTrips](#) before departure and update should travel plans change.
4. Register all travel plans with DFAT [Smart Traveller](#) (for Australian citizens/residents only).
5. Stay in regular contact, as agreed, with my supervisor and inform them of any changes to travel prior and during travel.

TRAVELLER SIGNATURE (travel arranger to sign on behalf of traveller)	Name:	Signature:	Date: