

### Purpose of this Form

- This form should 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 and can be stored locally.

STAGE	ACTIONS	COMPLETED
Pre-Booking/Approval	Read and comply with the <a href="#">UQ Travel Policy</a> .	
	Read and comply with the Six Steps to travel on the <a href="#">UQ Travel website</a> . Contact <a href="#">UQ Travel</a> to discuss any questions regarding international travel approval.	
	Undertake a <a href="#">Fit for Travel</a> screening, conducted by a doctor, <b>if</b> you have a pre-existing medical condition (including pregnancy and any mental illness) or if you are over 75 years of age.	
	Your COVID-19 vaccination status must be 'up-to-date' before departing Australia to undertake international travel, as defined the Australian Technical Advisory Group on Immunisation (ATAGI). Refer to the Australian Government Department of Health <a href="#">website</a> for the 'up-to-date' ATAGI definition.	
	Travellers departing Australia must ensure they have all required documentation, including valid passport/visas, to depart and re-enter Australia.	
	Travellers based overseas must follow local COVID-19 travel requirements for both departure and arrival destination/s.	
	Read the relevant <i>Travel Insurance for Staff or Student</i> brochure and the <i>Summary of cover for claims related to COVID-19</i> , on the <a href="#">Travel Insurance webpage</a> . Contact <a href="#">UQ Insurance</a> to discuss any questions about travel insurance or other insurance coverage and limitations.	
	<p>If you're planning to undertake any <b>private travel</b> you must:</p> <ul style="list-style-type: none"> <li>• Read and comply with the <a href="#">Dual Purpose Travel Procedure</a>;</li> <li>• Complete the <a href="#">Dual Purpose Calculator</a> and attach it to your travel approval request;</li> <li>• Submit a leave request in UQ's HR system (Workday) prior to departure if private days are on a workday.</li> <li>• Personally pay for all direct or incremental costs attributable to private days.</li> </ul> <p><b>NOTE: Private travel can only be taken in a business location and must be less than total nights away. Any travel to a private holiday location must be taken prior to the start (or following the end) of the UQ business trip. All costs incurred on private days must be personally funded and travel must be personally arranged by the traveller. Private travel must <u>not</u> be taken in a High Risk Destination. Refer to the <a href="#">Travel Policy</a> Section 2.8 Private Travel, Section 2.10.1 High Risk Destinations and the <a href="#">Dual Purpose Travel Procedure</a>.</b></p>	
<p>If travel is to a <a href="#">High Risk Destination</a>, undertake a pre-trip briefing and assessment for the planned travel destination/s (including transits) with <a href="#">International SOS</a>, UQ's travel risk management provider.</p> <p>Note: International SOS will require details of the proposed travel including but not limited to:</p> <ol style="list-style-type: none"> <li>1. Travel itinerary</li> <li>2. Passport and visa information</li> <li>3. Activities to be undertaken whilst in location</li> </ol> <p>This assessment can be done either over the phone or via email. Phone: +61 2 9372 2468 Email: <a href="mailto:sydney@internationalsos.com">sydney@internationalsos.com</a></p>		

<b>IF UQ TRAVEL IS APPROVED</b>		
<b>Booking</b>	For business travel departing Australia, travel arrangements must be booked via UQ's travel management provider, <a href="#">FCM Travel Solutions</a> . Refer to <a href="#">How to book international travel</a> . NOTE: The itinerary (and any future booking changes) will be sent to International SOS, automatically registering the traveller for up-to-date travel advisories and active contact tracing in the event of an emergency. Contact your <a href="#">Finance team</a> who will provide payment to FCM Travel Solutions.	
	Ensure you have understood any quarantine requirements for all destinations (including transits) and travel arrangements have been booked to account for these requirements.	
	For travel arrangements that cannot be booked via FCM Travel Solutions, booking details (including accommodation) must be manually entered into the International SOS MyTrips portal either: <ul style="list-style-type: none"> <li>by logging into your <a href="#">MyTrips</a> profile or</li> <li>forwarding your itinerary to <a href="mailto:UQTravel@itinerary.internationalsos.com">UQTravel@itinerary.internationalsos.com</a></li> </ul> <a href="#">Click here</a> for MyTrips user guide.	
<b>Pre-Departure</b>	Download the <a href="#">International SOS Assistance App</a> .	
	Review and plan for destination/s travel restrictions, public health measures and any quarantine requirements.	
	Obtain hand sanitizer and required/recommended PPE for the destination/s (including a supply of appropriate face masks for the duration of the travel).	
	Review all COVID-19 procedures and requirements (documentation, COVID-19 test results, etc.) for the airports on your itinerary.	
	Review all transport provider's COVID-19 procedures (airline, rail, etc.) on your itinerary.	
	Do not travel if you have <b>any</b> COVID-19 symptoms.	
<b>During Travel</b>	Maintain proper hygiene throughout the duration of the trip, including frequent hand washing with soap and water, or use of hand sanitizer with at least 60%-85% alcohol.	
	Follow the airline procedures for the wearing of face masks and physical distancing requirements on the aircraft and in airports.	
	Follow all destination/s travel restrictions, public health measures and quarantine requirements including physical distancing and wearing of face masks as required.	
	If you develop COVID-19 symptoms contact <a href="#">International SOS</a> immediately and self-isolate at your accommodation. International SOS medical staff will advise you and help you find care. Ensure your supervisor has been contacted and advised of your illness.	
	Regularly monitor International SOS alerts and SMS messages for changes to all destination/s travel restrictions, public health measures and quarantine requirements.	
<b>Post-travel</b>	If returning to Australia, follow the Australian Federal and State Government COVID-19 entry, quarantine and isolation requirements. Offshore staff/students, follow local government requirements.	
	If COVID-19 symptoms develop, you must not come to campus/work site. See <a href="#">COVID-19: Latest advice</a> for the UQ community.	