

Completing this Form

- This form must be completed by the traveller and approved by the relevant **Supervisor** for all official domestic travel (within Australia) that includes either a flight or overnight accommodation.
- This form should only be completed ONCE PER TRIP PER TRAVELLER. Signing this form cannot be delegated to someone other than the traveller.
- Email completed form to your [Finance team](#).

Domestic travel process

- This form must be completed and approved before travel can be booked. Refer to [6 steps to travel](#).
- **Private travel can only be taken in a business location and must be less than total nights away.** If you plan on taking private travel during a UQ business trip, you must complete and attach the [Dual Purpose Calculator](#) to your travel request. 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. Refer to the [Travel Policy](#) Section 2.8 Private Travel and the [Dual Purpose Travel Procedure](#).

Traveller Name:			
Traveller Type:	Staff	Student	Guest (non-UQ)
School/Institute/Business Unit:			
Primary Reason for Travel (select one):	Conference/seminar/meeting Academic collaboration	Teaching Research	External Engagement Field work Study
Destination/s: (include transits)			
Departure Date:			
Total nights away:			
Is there any private travel during the UQ business trip?	NO <input type="checkbox"/>	YES <input type="checkbox"/>	Total number of private nights away:
Notes to Finance: (include chart string and estimated budget)			

Traveller Declaration

In submitting this request, as the approved UQ traveller, I understand and will comply with:

- All relevant UQ policies and procedures including the [UQ Travel Policy](#) and the [Work off campus/field trip procedure](#)
- The 'six steps to travel' outlined on the [UQ Travel website](#)
- The [UQ Travel Insurance](#) conditions and I will complete all required actions (refer to the [UQ Insurance Services website](#) - UQ Travel Insurance Brochures for Staff and Students).

I confirm I am fit for travel given the nature, purpose, destination and duration of the travel.

If this travel request includes **private travel** I understand and will comply with the [Dual Purpose Travel Procedure](#).

If there is any private travel during my UQ business trip I confirm:

- The private travel will only be taken in the business location where I'm conducting UQ business and the total number of private days will be less than the total number of business days
- The private travel is not the primary purpose of the trip
- I have completed and attached the [Dual Purpose Calculator](#)
- I will personally pay for all direct or incremental costs attributable to private days
- If private days are taken on a workday I will take leave and record the leave in UQ's HR system prior to departure.

If I take any **private travel** to a private holiday location I confirm:

- This travel will be separate to the UQ travel
- This travel will be taken prior to the start (or following the end) of my UQ business trip
- I will be responsible for making my own personal travel arrangements and personally fund all costs (including the airfares to and from the private holiday location).
- I will arrange my own personal travel insurance
- If private travel is taken on a workday I will take leave and record the leave in UQ's HR system prior to departure.

TRAVELLER SIGNATURE	Name:	Signature:	Date:
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<p>Supervisor Declaration and Approval (to be completed for travel within Australia)</p> <p>I approve this travel and confirm I have met my responsibilities as the travel approver under:</p> <ul style="list-style-type: none"> • Section 3.2 of the Travel Policy; and

- Section 5.2 of the [Dual Purpose Travel Procedure](#) (If private travel is being taken).

Name:		Position:	
Signature:		Date:	
Approver Comments:			