

#### Completing this Form

- This form must be completed by the UQ traveller for all official international 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. Signing this form cannot be delegated to someone other than the traveller.
- Complete this form and [International Travel Business Case](#) form. Submit completed forms to the relevant approver.
- Completed [International Travel Business Case and Declaration](#) forms must be emailed to [travel@uq.edu.au](mailto:travel@uq.edu.au) and your [finance team](#) prior to booking.
- Finance teams will provide payment approval to FCM Travel Solutions on your behalf. **Use of UQ credit cards or personal credit cards for UQ travel (with subsequent request for reimbursement) is prohibited.**

#### International travel process

- The UQ international travel approval process and requirements must be met 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. Private travel must **not** be taken in a High Risk Destination. Refer to the [Travel Policy](#) Section 2.8 Private Travel, Section 2.10.1 High Risk Destinations 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 Research	Teaching External engagement	Academic collaboration Field work	Study
Destination/s: (include transits)				
Departure Date:				
Total nights away:				
Is there any Private Travel during the UQ business trip?	NO YES Total number of private nights away			
COVID-19 Vaccination Status at time of travel (select one):	1 Dose	2 Doses	3 Doses	None
Finance information: Chart string/s and UQ budget amount/s per chart string External funded budget amount and name of external funding source (including personal funding)				

#### Traveller Declaration

In submitting this request, as the approver 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 I have a pre-existing condition (or I'm over 75 years of age) I will not undertake international UQ travel unless I obtain medical clearance to travel from a doctor prior to 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 am conducting UQ business and the total number of private days will be less than the total number of business days
- The private travel will not be in a **High Risk Destination**
- 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 airfare 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.

<b>TRAVELLER SIGNATURE</b>	Name:	Date:
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