NOTE: Prior to submitting a travel request: travellers must review the six steps to travel and comply with the UQ Travel Policy and Dual Purpose Travel Procedure.

UniTask Travel Request Workflow – Domestic

Planning your travel

1. Discussion
   - Proposed travel must be discussed with supervisor before submitting a UniTask Travel Request

2. Budget and itinerary
   - Establish a travel plan and budget estimate before submitting a request

3. Requester completes travel request details

4. Traveller Declaration
   - Traveller completes traveller declaration and submits; OR If requester is NOT the traveller, traveller (UQ Staff only) will receive email notification to complete the traveller declaration in UniTask

5. Submission
   - Supervisor (Workday defined) receives notification once form is submitted. No action required from supervisor unless there is an issue with proposed travel plan, in which case, address with traveller directly

Complete UniTask Travel Request

6. UniTask travel request meets UQ Travel Policy requirements

Booking Travel

7. Book travel as per the UQ Travel website

Finalise

8. Finalise Travel Request in UniTask 5 days prior to departure

If necessary, the Travel Requester can update details of the UniTask Travel Request (prior to finalisation) via their my.UQ dashboard.