Travellers should review the [Dual Purpose Travel Procedure](#) and ensure compliance with its requirements ***prior*** to requesting a one way travel booking.

If a private holiday is taken <u>prior to</u> the start of the UQ business activity, you will be responsible for making your own personal travel arrangements through your own travel supplier/s and personally fund all costs (including the one-way airfare) to get to the UQ business location. In this case, the UQ travel only begins once you arrive in the business location.

The screenshots included in this QRG apply the following scenario:

*A UQ traveller requests to conduct research in London for 10 working days. The traveller would like to have a private holiday in Paris for a week, before the UQ trip. After the research, the traveller would then fly home to Brisbane. As the itinerary does **not** meet the dual purpose travel requirements: the private days are not in a business location, the traveller must fund their outbound flight from Brisbane to Paris and their travel from Paris to London. UQ can only fund the flight from London to Brisbane, and business expenses relating to the research trip in London.*
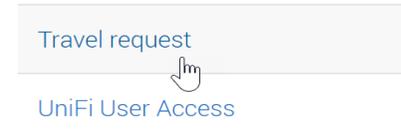
1. Log in to my.UQ and select My requests from the options on the left.
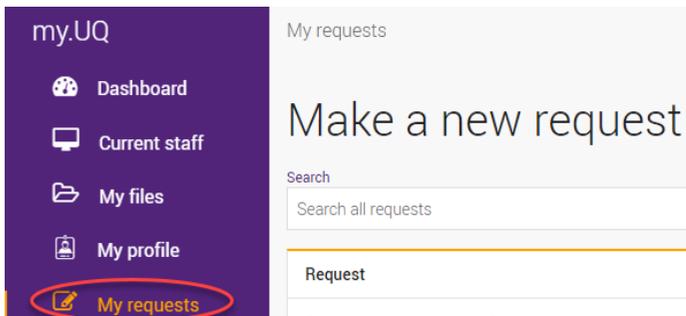
2. Select New Request using the blue button
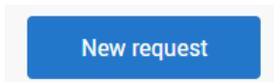
3. Select **Travel Request** from the options in the list

4. Complete sections:

    a) **Request details**

        Select your trip requirements ie domestic/international
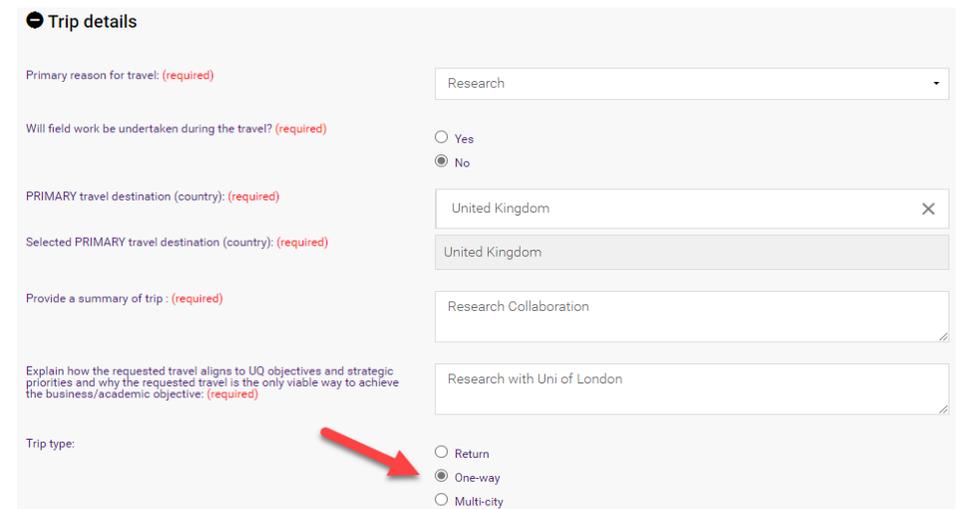
    b) **Approval section**

        Begin to type your approvers name and it will auto populate

    c) **Traveller details**

        Enter name, email, contacts, business unit

5. Trip Details

Enter details following the prompts, making sure to select ***One Way*** as the trip type.

6. a) Enter your Departure/Arrival cities

Important: the UQ travel request is only for the flight home, as you are responsible for getting to the business location after your private holiday. So the Departure city/town is the business location, and the Arrival city/town is your home:

Departure (city/town) (required)
London, England, United Kingdom ✕

Arrival (city/town) (required)
Brisbane City, Queensland, Australia ✕
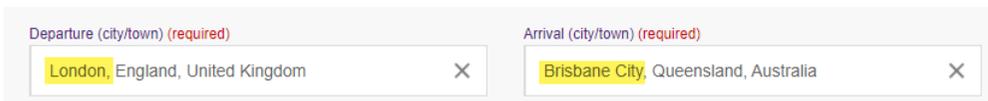
b) Enter the proposed Travel dates for your UQ business trip

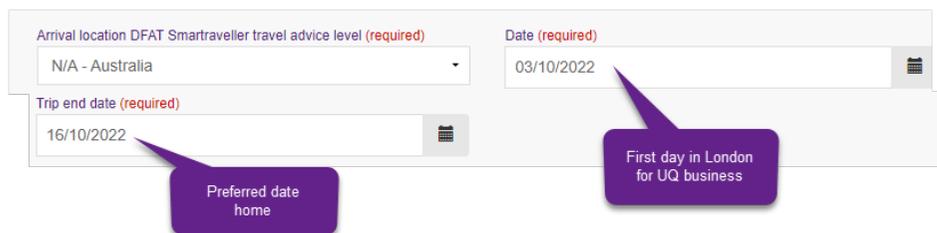**Important:** you are personally funding your private holiday before the UQ trip, so these dates are only the time in the business location and then home:
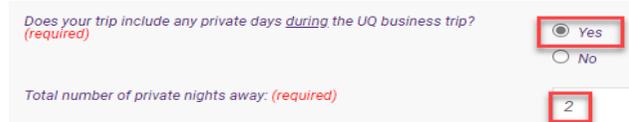
Arrival location DFAT Smartraveller travel advice level (required)
N/A - Australia

Date (required)
03/10/2022   *First day in London for UQ business*

Trip end date (required)
16/10/2022   *Preferred date home*

7. Private days <u>during</u> the UQ travel: Select yes or no to having private days **in** the business location as part of the UQ trip:

Does your trip include any private days <u>during</u> the UQ business trip? (required)
○ Yes
● No

In the example no private days are being taken in London. So you would select **No**.
Remember: private holidays taken before the UQ trip are not to be included.

If you are having private days in the business location as part of the UQ travel, select yes and enter the number of private nights in the business location:

Does your trip include any private days <u>during</u> the UQ business trip? (required)
● Yes
○ No

Total number of private nights away: (required)
2

8. **Travel Diary / Dual Purpose Travel**

The ATO require you to complete a travel diary. A travel diary is a record of your travel movements undertaken when travelling for UQ business. Definitions of business days, private days and the requirements for each, are outlined in the <u>Dual Purpose Travel Procedure</u>

a) Start: add your activities in the business location by selecting the relevant options from the Activity drop down menu and add dates. **Do not** include the travel from your holiday to the business location, as you are personally responsible for organising that travel.

b) If you are having private days <u>during</u> the UQ trip (in the UQ business location), then you **must** add an activity for private days from the drop-down menu and include the proposed private dates.

c) End: Add your flight home as the last activity, including your proposed departure date.

Tip, you will need to select "add another row" for each activity until all activities are recorded.

Activity (required)	Location (required)	Start Date (required)	End Date (required)
Research	London, England, United Kingdom	03/10/2022	14/10/2022
Travel to/from business location	Brisbane City, Queensland, Australia	15/10/2022	16/10/2022

9. **Budget details**

Complete this section by selecting your expense type and adding the $ amount estimated for your trip. You will be asked to select how the travel will be funded i.e. Externally, Self or UQ funded.

10. **Supporting documents** (if any) Add as attachments to support your travel application.

11. **Traveller declaration**

a) Read the declaration and once compliant and understood, tick the box to agree with the statements.

☐ In submitting this request: (required)

- I understand and will comply with:
  - All relevant UQ policies and procedures including the UQ Travel Policy, the Dual Purpose Travel Procedure 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 Studen
- I confirm that I am fit for travel given the nature, purpose, destination and duration of the travel
- I confirm sufficient funds are available to cover the cost of this travel
- If I take any private travel to a private holiday location I confirm:
  - This travel will be separate and has not been included as part of the UQ travel request
  - 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
- 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
- I confirm any private travel days taken during the UQ business trip:
  - Will only be taken in the **business location** where I'm currently conducting UQ business and the total number of private days will be **less than** the total number of business d
  - Is not the primary purpose of the trip
  - Will be personally paid for including all direct or incremental costs attributable to the private days
  - If taken on a workday, I will take leave and record the leave in UQ's HR system prior to departure.

Submit

b) Submit your Travel Request by clicking 'Submit'.

Your travel request is now complete. The request will be sent to your manager and the travel approver selected in the Approval details section (step 4). Your request will appear in your my.UQ dashboard – My requests.

This guide explains how to complete a request if you are having a holiday prior to your UQ travel.

For information on how to complete a request if you are having a holiday after your UQ travel, please refer to the *QRG: one-way flight with private holiday <u>after</u> UQ trip*

For more detailed information on completing a generic Travel Request, please refer to the UniTask Travel Request user guides.