Quick Reference Guide: Request a return flight with dual purpose travel (DPT) during a UQ business trip

Travellers should review the Dual Purpose Travel Procedure and ensure compliance with its requirements prior to requesting a return travel booking.

The screenshots included in this QRG apply the following scenario:

A UQ traveller requests to attend a conference for UQ business in Melbourne from Tuesday to Friday. The traveller is an avid Harry Potter fan and would like to remain in Melbourne to attend the show on Friday and Saturday evenings. The traveller would then fly home on the Sunday. UQ could fully fund the return flight as the itinerary meets the dual purpose travel requirements: the private days are less than the business days and the private days are in the business location.

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 Return as the trip type.
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6. Enter your Departure/Arrival locations and the proposed Travel dates.

<table>
<thead>
<tr>
<th>Departure (city/town) (required)</th>
<th>Arrival (city/town) (required)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brisbane City, Queensland, Australia</td>
<td>X</td>
</tr>
<tr>
<td>Melbourne, Victoria, Australia</td>
<td>X</td>
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7. Select Yes for Private Days during the UQ business trip.

8. Enter the number of private nights (Friday and Saturday night = 2).

9. Dual Purpose Travel

The Dual Purpose Travel section will appear because you have selected yes (above) to including private days.

Note: If you are only taking private days prior to, or after your UQ trip, you would select ‘no’ as you do not have private days during the UQ business trip. Refer to the ‘Requesting a one-way UQ business trip’ QRGs for further details on how to request this type of trip.

The ATO require you to complete a diary of your dual purpose travel. It 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 Dual Purpose Travel Procedure.

10. 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.

11. Supporting documents (if any) Add as attachments to support your travel application.
12. Traveller declaration

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

b) Submit your Travel Request by clicking ‘Submit’.

This guide explains how to complete a request if you are having private days as part of your UQ travel (in the business location).

For information on how to complete a request if you are having a holiday before your UQ travel, please refer to the QRG: one-way flight with private holiday before UQ trip.

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 before UQ trip.

For more detailed information on completing a generic Travel Request without dual purpose travel, please refer to the UniTask Travel Request user guides.

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.