|  |  |  |
| --- | --- | --- |
| **UniTask Travel Request Template**  **(Group Domestic)** | | |
| 1. Prior to submitting a travel request: Travellers must review the [Six steps to travel](https://travel.uq.edu.au) and comply with the [UQ Travel policy](https://ppl.app.uq.edu.au/content/1.90.01-university-travel-management) 2. This Template is to be used as a resource to assist with completing the [UniTask Travel Request](https://travel.uq.edu.au/six-steps-travel/2-approval-travel) 3. This Template is not to be used for offline Travel approval | | |
| **Approval** | | |
| Active approval is generally NOT required for domestic travel. Check [UQ Travel](https://travel.uq.edu.au/latest-travel-updates-information-uq-travellers) website for latest updates. | | |
| **Lead traveller details** | | |
| Lead traveller type | Choose an item. | |
| UQ staff – enter Name and UQID |  | |
| Non-UQ – enter First name / Surname / Email (email not mandatory) |  | |
| **Group details** | | |
| Name of group |  | |
| Traveller breakdown  Full list of travellers, (spreadsheet preferred) to be attached in UniTask travel request at least 5 days prior to trip departure | Number of UQ staff |  |
| Number of UQ students |  |
| Number of Non-UQ |  |
| Total number of people travelling  (must be minimum of 10 travellers with the same itinerary) |  |
| **Trip details** | | |
| Primary reason for travel (main reason) | Choose an item. | |
| If primary reason is *Adding location to approved trip* enter Existing Trip ID? |  | |
| If Fieldwork undertaken enter UQ Safe Trip ref ID |  | |
| Provide summary below of the trip (noting all UQ business activities) | | |
|  | | |
| Trip type | Choose an item. | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Trip details** | | | | |
| Departure location (city/town) | Arrival location (city/town) | Date  (departure date from the Departure location.  Exception: date of final leg is the date of arrival into *final destination*) | |  |
| Click here to enter text. | Click here to enter text. | Click here to choose date. |  | |
| Click here to enter text. | Click here to enter text. | Click here to choose date. |  | |
| Click here to enter text. | Click here to enter text. | Click here to choose date. |  | |
| Click here to enter text. | Click here to enter text. | Click here to choose date. |  | |
| Click here to enter text. | Click here to enter text. | Click here to choose date. |  | |

Additional rows can be added by clicking the + beside the ‘End date’ box.

|  |  |
| --- | --- |
| Total number of nights away:  (private days are not permitted, if traveller plans to include private days they must complete a separate individual travel request |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Budget** | | | | | |
| Budget estimate | | How will travel be funded? | | | |
| Expense type | Amount AUD $ | Funding type | Amount AUD$  (complete relevant fields) |  | Funding Source Details |
| Choose an item. | 0.00 | Choose an item. | UQ funds | Chart string: |  |
| 0.00 |
| Choose an item. | 0.00 | External funds | Name of external organisation(s): |  |
| 0.00 |
| Choose an item. | 0.00 | Personal funds |  | Personal contribution |
| 0.00 |
| Choose an item. | 0.00 | **TOTAL:** | $0.00 | (should equal BUDGET TOTAL ESTIMATED EXPENSES) | |
| Right click the $0.00, then click **Update Field** for total to calculate | | |
| Choose an item. | 0.00 |
| Choose an item. | 0.00 |
| Choose an item. | 0.00 |
| Other  please specify here | 0.00 |
| **BUDGET TOTAL ESTIMATED EXPENSES:** | $0.00 |
| Right click the $0.00, then click **Update Field** for total to calculate |