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| **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
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| **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 breakdownFull 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) |
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| Trip type | Choose an item. |

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| **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.

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| 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 |  |

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| **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 |
| Otherplease specify here | 0.00 |
| **BUDGET TOTAL ESTIMATED EXPENSES:** | $0.00 |
| Right click the $0.00, then click **Update Field** for total to calculate |