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.

1. Accessing UniTask Travel Request

Google Chrome is the recommended browser for UniTask

- From the UQ Travel website (travel.uq.edu.au) select Travel Approval and Booking / UniTask Travel Request (approval)
- Select New request
- Search and select Travel request

2. Request details

- Select the relevant options
  - Type of travel (required)
    - Domestic
    - International
  - Is this a group booking for 10 or more people with the same itinerary? (required)
    - Yes
    - No
  - Are you the person travelling? (required)
    - Yes
    - No

3. Approval

- Search for your relevant travel approver by name. Refer to your local area for guidance if you are unsure.

4. Traveller details

- If Are you the person travelling? = NO (see Request details section)
- Select traveller type: UQ Staff / Non UQ person
- If traveller is UQ staff, select Search User
- Search for UQ staff member (not all fields required)
- Select traveller
- Select the traveller’s School/Institute/Business Unit from drop down

5. Trip details

- Select Primary reason for travel (meaning the main reason) from the drop down. Only one (1) primary reason can be selected.
User Guide: How to submit a UniTask Travel Request (International)

- If Adding a location to approved trip is selected, Existing UniTask Trip ID must be entered in the field provided.

Adding a location to approved trip, should only be used when a trip has already been approved and traveller is now adding a new (additional) destination/s.

- If Will field work be undertaken during the travel? = YES
  - UQ Safe Field Trip Reference ID must be entered

- Primary travel destination (meaning the main country), search by entering the name of the country and select from the drop down.

- Complete the following, noting all UQ business activities

- Select Trip type
  - Return: single business destination e.g. Brisbane-London-Brisbane
  - One-way: to/from one business destination e.g. London-Brisbane
  - Multi-city: multiple business destinations e.g. Brisbane–London–Paris–Brisbane

- Departure/Arrival destinations, search by entering city/town name and select from drop down

- Search DFAT Smartraveller website for travel advice level of all arrival destinations

- Select correct travel advice level

- Additional high risk approval required for travel advice levels Do not travel, Reconsider your need to travel and No advice issued.

- Complete date fields, this is the departure date from the departure (city/town), total number of nights will calculate

  Exception: date of final leg is date of arrival into final destination, in the example above 15/10/2022 is arrival into Brisbane

- If Traveller type = UQ staff
  - Select Yes/No if trip includes private days
  - If Yes, private days included, enter the number of private nights

- Dual purpose travel (private days during the UQ business trip) may be allowed if the private days are:
  - only in the business location (city/town); AND
  - total private days must be less than total business days.

  Do not include details of private holidays prior to, or after, a UQ business trip.

- Complete dual purpose travel diary as a record of business and private travel activity/s undertaken (includes travel days to/from destinations)

- Select Activity from drop down for each location and date range
User Guide: How to submit a UniTask Travel Request (International)

### 7. Travel Diary

- For more detailed Dual purpose examples refer to [Dual Purpose Travel Quick Reference Guides](#).
- If travel has **no private days**, a travel diary will be required for:
  - Multi-city trips (regardless of nights away)
  - One-way trips/return trips (6 nights and over)
- If private days are included, the Dual purpose travel section replaces the Travel diary
  - Complete travel diary as a record of travel activity/s undertaken (includes travel days to/from destinations)
  - Select Activity from drop down for each location and date range

### 8. High risk destination

- High risk travel will not be approved without evidence of careful planning and justification
  - Complete the following sections in detail

### 9. Budget

- Select Expense Type/s from the drop down
  - If **Airfare Premium Economy or Business Class** is selected, additional justification is required as per Travel Policy Section 2.5.
- Enter the estimated expense amount/s in AUD
  - Travel allowance can be entered in as ‘other’ expense type, write travel allowance and enter AUD amount
- Select how the travel will be funded from drop down
  - If **UQ funded**, provide Chart String/s and $ allocation/s
  - If **Externally funded** (including personally funded) complete and provide $ allocation/s in AUD

Contact your Finance Advisory team for Chart String information
User Guide: How to submit a UniTask Travel Request (International)

10. Supporting documents
- Attach documents to support your travel request

11. Traveller declaration and Submit
- Declaration will only appear if requester is the traveller
  - Requester is traveller
    - Read and confirm declaration, Submit
    - Travel request notification email sent to traveller and supervisor
    - Travel request approval required email sent to Travel Approver
    - Request will appear in traveller’s my.UQ dashboard - My requests
  - Requester on behalf of UQ staff
    - Requester Submit
    - Travel request notification email sent to requester and traveller’s supervisor
    - Traveller receives request to read and confirm traveller declaration and Submit
    - Travel request approval required email sent to Travel Approver
    - Request will appear in requester’s and traveller’s my.UQ dashboard - My requests

Requester on behalf of Non-UQ person
- Traveller declaration does not apply to Non-UQ travellers
  - Requester Submit
  - Travel request notification email sent to requester
  - Travel request approval required email sent to Travel Approver
  - Request will appear in requester’s my.UQ dashboard - My requests

12. Book Travel
- When UniTask Travel Request approved, travellers and travel bookers can proceed with travel bookings
- Refer to the UQ Travel Six steps to travel

13. Finalise Request
- Changes can only be made to Travel requests with the Status: Awaiting Finalisation or More information required. Refer to the User Guide: How to change a UniTask Travel Request.
  - Travel requests must be finalised by the Requester. It is recommended to finalise once all travel arrangements have been booked and/or 5 days prior to travel. If travel is not taking place, the Travel request must be withdrawn.
  - From My requests dashboard, find the Travel request ID with Awaiting finalisation Status
  - Select Update from the Action column
  - If required, update and make any changes to the Approved Travel request

Adding a destination/location requires a new Travel request form to be completed
(Primary reason for travel – Adding location to approved trip)
  - Select
  - Travel request is now Finalised
  - Finalised Travel requests will appear in the Completed View
14. Resend Travel Request to FCM

- Approved Travel requests can be resent to FCM when Status = Awaiting Finalisation or Finalised

Awaiting Finalisation

- Travel requests Awaiting Finalisation will appear in the Requesters Unitask My request dashboard under View Active

- Find the Travel request to send to FCM, select Update
- Under the Audit tab, select Send to FCM

- The approved travel request is now emailed to FCM

Finalised

- Finalised Travel requests will appear in the Requesters Unitask My request dashboard under View Completed

- Find the Travel request to send to FCM, select View
- Under the Audit tab, select Send to FCM

- The approved Travel request is now emailed to FCM

15. Change a Request

Changes to the Travel request form can only be made by the Requester when:

- Status = Awaiting Finalisation or More information required; AND
- the Travel request is Assigned to the Requester in the UniTask dashboard
- Refer to the User Guide: How to change a UniTask Travel Request for more information

16. Withdraw a Request

A submitted Travel request must be withdrawn if:

- the Primary destination has changed;
- changes are made to the departure and or arrival locations; or
- the planned travel is no longer taking place

Refer to the User Guide: How to change a UniTask Travel Request before Withdrawing a request.

A Travel request can only be Withdrawn by the Requester (or Traveller) if the Status is:

- Submitted;
- In progress;
- Awaiting finalisation; or
- More information required

- Travel requests will appear in the Requesters Unitask My request dashboard under View Active

- Find the Travel request to withdraw, select Update
- Under the Audit tab, select Withdraw request

- The Travel request is now withdrawn

Withdrawn Travel requests will appear in the Completed View

- Find a submitted Travel request must be withdrawn if:

  - the Primary destination has changed;
  - changes are made to the departure and or arrival locations; or
  - the planned travel is no longer taking place

  Refer to the User Guide: How to change a UniTask Travel Request before Withdrawing a request.