User Guide: How to submit a UniTask Travel Request (Group International)

UniTask Travel Request DOES NOT have SAVE draft functionality

Group travel: 10 or more travellers with the same itinerary.
Prior to submitting a travel request: travellers must review the six steps to travel and comply with the UQ Travel Policy

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. Lead traveller details

- If Are you the lead traveller? = 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
  - If lead traveller is a non UQ person, complete the required traveller’s details
    - Traveller first name: (required)
    - Traveller last name: (required)
    - Email: NOT MANDATORY

5. Group details

- Complete group details, total number of people will populate

Travel Management Services
Governance and Risk
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**Travel Management Services**  
**Governance and Risk**  
**CRICOS PROVIDER NUMBER 00025B**  
**Last updated 25/10/2022**

### Attach completed list of travellers (spreadsheet preferred). List can be attached at a later date but must be attached prior to finalising the Travel request. **Final numbers must be updated at least 5 days prior to the trip departure date.**

<table>
<thead>
<tr>
<th>Name of group (required)</th>
<th>BEL Most - United Kingdom</th>
</tr>
</thead>
<tbody>
<tr>
<td>Traveller breakdown</td>
<td></td>
</tr>
<tr>
<td>No. of UQ Staff (required)</td>
<td>2</td>
</tr>
<tr>
<td>No. of UQ Students (required)</td>
<td>12</td>
</tr>
<tr>
<td>No. of Non-UQ (required)</td>
<td>0</td>
</tr>
<tr>
<td>Total number of people travelling</td>
<td>14</td>
</tr>
</tbody>
</table>

### Trip details

- Select **Primary reason for travel** (meaning the main reason) from the drop down. Only one (1) primary reason can be selected.

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

- 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

- **Provide a summary of trip:** (required)

- **Explain how the requested travel aligns to UQ objectives and strategic priorities and why the requested travel is the only viable way to achieve the business/academic objective:** (required)

### 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

### 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.
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Private days is not applicable. If a traveller plans to include private days they must complete a separate individual travel request.

6. Travel Diary

A travel diary will be required for:
- Multi-city trips (regardless of nights away)
- One-way trips/return trips (6 nights and over)

- 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

7. High risk destination

High risk travel will not be approved without evidence of careful planning and justification.

- Complete the following sections in detail

- Attach any supporting documentation that helps justify the trip

8. Budget

- Select Expense Type/s from the drop down

- Enter the estimated expense amount/s in AUD

Send approved Travel Request to FCM is a notification only, FCM take no action until contacted by traveller/booker to obtain a quote/booking. If No is selected, the requester can send the Travel Request to FCM later via UniTask.
9. Supporting documents
   → Attach documents to support your travel request

   Requirements may vary across local areas

10. Traveller declaration and Submit
   Declaration will only appear if requester is the lead traveller

   Requester is lead traveller
   → Read and confirm declaration, Submit
   → Travel request notification email sent to lead traveller and supervisor
   → Travel request approval required email sent to Travel Approver
   → Request will appear in lead traveller’s my.UQ dashboard - My requests

   Requester is not lead traveller
   → Requester Submit
   → Travel request notification email sent to requester and lead traveller’s supervisor
   → Lead 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 lead traveller’s my.UQ dashboard - My requests

11. 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

   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.

12. 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.

   → 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 (destinations and locations cannot be changed)

   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

13. 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
14. 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

11. 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.