Prior to making Changes to a UniTask Travel Request, Requesters must:
- ✈ Review the six steps to travel and comply with UQ Travel Policy and Dual Purpose Travel procedure;
- ✈ Discuss any changes with the Travellers supervisor; and
- ✈ If required attach documentation to support any changes to the UniTask Travel Request

Access a UniTask Travel Request

- ✈ Submitted UniTask Travel Requests will appear in the Requesters/Traveller (UQ staff) UniTask My Request dashboard

Changing a UniTask Travel Request

Changes can only be made to Travel Requests with the Status: **Awaiting Finalisation** or **More information required**.

- ✈ Changes can be made to all sections noted below highlighted Green

Changes to Awaiting Finalisation

Travel requests Awaiting finalisation status, have been **approved**

- ✈ When changes have been made select [Finalise request] at the bottom of the form
- ✈ Travellers supervisor and or approver will **not** receive a notification email of changes made
- ✈ Once changes made and form Submitted the Travel request is Finalised, no further changes can be made
- ✈ The Travel request can be viewed in the Completed task view (refer to User Guide: Understanding My requests dashboard)

Changes to More information required

More information required Travel request are **not approved**

- ✈ When changes have been made select [Submit] at the bottom of the form
- ✈ Travellers approver **will** receive a notification email of changes
- ✈ Once changes made and form Submitted the Travel request is sent back to the Approver for action
- ✈ The Travel request can be viewed in the Active task view (refer to User Guide: Understanding My requests dashboard)
- ✈ If approved the Travel request will need to be Finalised

Travel Request

Request summary

Trip ID:	642057
Request name:	Travel request
Date submitted:	24 October 2022
Status:	More information required
Assigned to:	Requester

Requester details

Name:	Jodi Walton
Email:	staging.unitask@uq.edu.au
UQ username:	uqjwalt3

⊖ Travel request form

⊖ Request details

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

> Do not make changes to Request details. If changes are required to this section you must Withdraw the request and Submit a new Travel Request

⊖ Approval

> International travel only

UQ staff must discuss their travel plans with their supervisor prior to submitting a travel request. Submitted travel requests will be sent to the supervisor of the traveller (UQ staff only) for notification purposes.

In most cases, the relevant travel approver will be your **Head of Organisational Unit** (such as a School, Institute, Centre or Division) or their approved delegate (i.e. Head of School/Deputy Head of School/Centre Director/School Manager/Centre Manager/Deputy Director/Faculty Executive Manager or equivalent).

Heads of Organisational Units should select their supervisor (or their supervisor's approved delegate) as their relevant travel approver.

To select your relevant travel approver, enter the UQ staff member's name below. **Refer to your local area for guidance if you are unsure.**

Search for your relevant approver (required)
[Select an approver]

Selected approver (required)
[Daniel Zizzo]

> Approver <u>cannot</u> be changed, the selected approver must re-assign to another approver. Contact selected Approver to action.

⊖ Traveller details

Traveller first name: (required)
[Jodi]

Traveller last name: (required)
[Walton]

Email: (required)
[staging.unitask@uq.edu.au]

UQ username: (required)
[uqjwalt3]

School/Institute/Business Unit: (required)
[Enterprise Risk Services (University Travel Risk Manager) ▼]

If relevant, outline arrangements to cover teaching/supervision obligations while travelling:
[   ]

> Traveller name, email and or UQ username cannot be changed, if incorrect traveller was selected you must:
> • Withdraw the request; and
> • Submit a new request for correct traveller

> If traveller holds multiple positions, selection can be changed from the School/Institute/Business Unit dropdown.

⊖ Trip details

Primary reason for travel: (required)
[Attend conference/seminar ▼]

Will field work be undertaken during the travel? (required)
○ Yes
● No

PRIMARY travel destination (country): (required)
[Singapore]

Provide a summary of trip : (required)
[Attending ABC Conference in Singapore]

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)
[Networking and meeting with research partners and other unis at the conference will also attend meetings with partners at Uni of Sinapore]

Trip type:
● Return
○ One-way
○ Multi-city

> If Primary travel destination and/or Trip type are incorrect:
> • Withdraw the request; and
> • Submit a new request with correct information

Departure and/or Arrival city/town cannot be changed. If you are:
- Adding another location, submit a new Travel Request for the new location only, noting the *Primary reason for travel – Adding location to approved trip*
- Changing the Departure and/or Arrival city/town, Withdraw the request and Submit a new request with correct information

You are required to confirm the DFAT Smartraveller travel advice level for all arrival destinations, including transits. You must select the travel advice level relevant to the city/town you are planning to travel to unless the overall country travel advice level is higher, either Level 3 (reconsider your need to travel) or Level 4 (do not travel), then you must select the overall country travel advice level.

Depart

Departure (city/town) (required)	Arrival (city/town) (required)	Arrival location DFAT Smartraveller travel advice level (required)	Date (required)
Brisbane City, Queensland, Australia	Singapore, Singapore	Exercise normal safety precautions	31/10/2022

Return

Departure (city/town) (required)	Arrival (city/town) (required)	Arrival location DFAT Smartraveller travel advice level (required)	Date (required)
Singapore, Singapore	Brisbane City, Queensland, Australia	N/A - Australia	12/11/2022

Total number of nights away: 12

If DFAT advice level increases and requires High Risk approval please contact UQ Travel prior to Finalising.

Does your trip include any private days during the UQ business trip? (required) ○ Yes ● No

If Private days changes from No to Yes, Dual Purpose section will need to be completed (Travel diary will be removed).

⊖ Travel diary

You are required to complete a travel diary. A travel diary 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.

Activity (required)	Location (required)	Start Date (required)	End Date (required)	
Travel to/from business location	Brisbane City, Queensland, Australia	31/10/2022	31/10/2022	Remove
Attend meeting/event	Singapore, Singapore	01/11/2022	11/11/2022	Remove
Travel to/from business location	Singapore, Singapore	12/11/2022	12/11/2022	Remove

Add another row

⊖ Budget

Estimated expenses

Expense Type (required)	$ amount (required)
Airfare (Economy)	100

Add another expense type

Total estimated expenses: 100

How will travel be funded (required): UQ funded

UQ costing

Chart String (required)	$ allocation (required)
1000	100

Add additional chart string

Total UQ costing: 100

All of the Budget selection can be changed, including Expense Types, Amounts and Funding source/s.

If relevant, outline any other financial implications of the travel:

Will the travel booking be made with FCM Travel Solutions? (required) ○ Yes ● No

Please provide a justification as to why this booking is not being made with FCM Travel Solutions. Refer to Exceptions to using FCM Travel Solutions for allowed exceptions. Travel booked outside UQ policy and procedure will not be funded or reimbursed by UQ. (required)

Payment and booking made by University of ABC

○ Supporting documents

Attach any supporting documentation

Attach documentation to support any changes made to the Approved Travel Request.

Remove

Add another attachment

○ Traveller declaration

If a UQ traveller is planning to undertake international UQ travel and has a **pre-existing condition**, or is over 75 years of age, they must obtain medical clearance to travel from a doctor within 30 days prior to the UQ travel using the Fit for Travel form available on the UQ Insurance Services website. A pre-existing condition is a physical defect, condition, illness or disease for which treatment, medication or advice (including advice for treatment) has been received or prescribed by a doctor in the 12 months prior to the UQ travel. This also includes pregnancy and any mental illness. The Fit for Travel form must be completed by UQ travellers prior to booking their international UQ travel if, at the time, they are showing symptoms of any defect, condition, illness or disease.

☑ In submitting this request: (required)

- I understand and will comply with:
  - All relevant UQ policies and procedures including the UQ Travel Policy, the Dual Purpose Travel Procedure and the Work off campus/field trip procedure
  - The 'six steps to travel' outlined on the UQ Travel website
  - The UQ Travel Insurance conditions and I will complete all required actions (refer to the UQ Insurance Services website - UQ Travel Insurance Brochures for Staff and Students)
- I confirm that I am fit for travel given the nature, purpose, destination and duration of the travel
- I confirm sufficient funds are available to cover the cost of this travel
- If I take any private travel to a private holiday location I confirm:
  - This travel will be separate and has not been included as part of the UQ travel request
  - This travel will be taken prior to the start (or following the end) of my UQ business trip
  - I will be responsible for making my own personal travel arrangements and personally fund all costs (including the airfares) to and from the private holiday location
  - I will arrange my own personal travel insurance
  - If private travel is taken on a workday I will take leave and record the leave in UQ's HR system prior to departure
- If I have a pre-existing condition (or I'm over 75 years of age) I will not undertake international UQ travel unless I obtain medical clearance to travel from a doctor prior to travel