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

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.

Google Chrome is the recommended browser for UniTask

NOTE: You can save data entered and return later by clicking Save data and return later at the bottom of the form.

You can only fill out one form at a time. The saved form will not display in your My Requests dashboard until the form is submitted (See Accessing UniTask Travel Request section for accessing a saved travel request).

1. Accessing UniTask Travel Request

   - 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

   - If you do not have a saved travel request, continue to step 2. Request details.

   - To complete a saved travel request, select Load saved data

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?
     - Yes
     - No

   - Are you the person travelling? (required)
     - Yes
     - No

3. Approval

   Active approval is generally NOT required for domestic travel. UQ staff must discuss their travel plans with their supervisor prior to submitting a travel request. Check UQ Travel website for latest travel updates.

4. Traveller details

   - If Are you the person travelling? = NO (see Request details section above)

   - 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

You cannot submit a new travel request and retain saved data, if you select Start new form, the previously saved data will be lost.
5. 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.
- Provide a summary of trip, noting all UQ business activities.
- Select Trip type
  - Return: single business destination e.g. Brisbane-Melbourne-Brisbane
  - One-way: to/from one business destination e.g. Melbourne-Brisbane
  - Multi-city: multiple business

6. Dual purpose travel
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) where the traveller is currently undertaking business; AND
- total private days must be less than total business days for the entire UQ travel journey.
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 (all dates must be accounted for).
Travel Management Services
CRICOS PROVIDER NUMBER 00025B

Governance and Risk
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Travel to or from a business location to private location is not permitted. Do not include in the UniTask travel request. Solely private locations are not permitted.

7. Travel diary

A travel diary is required for Multi-city trips. If Multi-city with private days, 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 (all dates must be accounted for)
- Form will not Submit if each Location is not allocated an activity (including departure and arrival location, in example below Brisbane)
- For more detailed Dual purpose examples refer to Dual Purpose Travel Quick Reference Guides

8. Budget

- Select Expense Type/s from the drop down
- 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. To be paid a Travel allowance, you must submit a Travel allowance expense claim in Promaster.

- Select how the travel will be funded from drop down

If UQ funded, provide Chart String/s and $ allocation/s

<table>
<thead>
<tr>
<th>Chart String (required)</th>
<th>$ allocation (required)</th>
</tr>
</thead>
<tbody>
<tr>
<td>8431109-01-126-41</td>
<td>1110</td>
</tr>
</tbody>
</table>

Add additional chart string

Total UQ costing
Total UQ costing must equal total estimated expenses

Travel to or from a business location to private location is not permitted. Do not include in the UniTask travel request. Solely private locations are not permitted.

- Select if booking with FCM Travel Solutions, if Yes, select to send approved Travel Request to FCM

Justification required for booking outside of FCM

Send 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.

Note: UQ’s preferred booking method for domestic travel is via the online booking platform SAVI.
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 traveller

Requester is traveller

- Read and confirm declaration, Submit
- Travel request notification email sent to traveller and supervisor (NO action required by supervisor)
- 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 (NO action required by supervisor)
- Traveller receives request to read and confirm traveller declaration and Submit
- 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
- Request will appear in requester’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

12. Finalise Request

- Changes can only be made to Travel requests with the status: **Awaiting Finalisation**. 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, 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

**Additional steps (if required after submission):**

**Resend Travel Request to FCM**

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

**If status is 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
If status is 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

To Change a Request

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

- Status = Awaiting Finalisation; 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

To Withdraw a Request

A submitted Travel request must be withdrawn if:

- 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 if the Status is:

- Awaiting finalisation

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