**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.

Google Chrome is the recommended browser for UniTask.

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

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.

2. **Request details**
   - Select the relevant options.

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 you are the lead traveller? = NO (see Request details section).
   - Select traveller type: UQ Staff / Non UQ person.
   - If traveller is UQ staff, select Search User.

You cannot submit a new travel request and retain saved data, if you select Start new form, the previously saved data will be lost.
User Guide: How to submit a UniTask Travel Request (Group International)

Select the traveller’s School/Institute/Business Unit from drop down

If traveller holds multiple positions, select position associated with the travel

If lead traveller is a non UQ person, complete the required traveller’s details

Email: NOT MANDATORY

5. Group details

Complete group details, total number of people will populate

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.

6. 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 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

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, start typing the relevant Departure/Arrival location name (city/town) and select from the drop down option/s.

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

1. Travel location DIFAT Smarttraveler travel advice level (required)
   - Select an option
   - Do not travel
   - Reconsider your need to travel
   - Exercise high degree of caution
   - Exercise normal safety precautions
   - No advice issued
   - N/A - Australia

2. N/A – Australia is to be used when Australia is the Arrival (city/town)

3. Attach any supporting documentation that helps justify the trip

9. Budget

   - Select Expense Type/s from the drop down

   - Enter the estimated expense amount/s in AUD

   - If Airfare Premium Economy or Business Class is selected, additional justification is required as per Travel Policy Section 2.5.

7. Travel Diary

   - 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

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

7. 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 (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)

8. High risk destination

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

   - Complete the following sections in detail

   - Is the travel essential and why can’t the business objective be achieved via other means or in another destination? Detail benefits travel will provide to UQ or opportunity cost if travel is not undertaken.

   - What are the main risks associated with the travel? Detail how the risks will be managed and/or mitigated. Consider personal health and safety risk as well as reputational/strategic risks to UQ.

   - What passport will you travel on? Detail and additional information regarding visas, entry/exit requirements for all destination/s.

   - Contact your Finance Advisory team for Chart String information

8. High risk destination

   - If Externally funded (including personally funded) complete and provide $ allocation/s in AUD

Travel management services
Governance and Risk

CRICOS PROVIDER NUMBER 00025B
Last updated 21/07/2023
10. Supporting documents

- Attach documents to support your travel request

**Requirements may vary across local areas**

11. 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 (NO action required by 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 (NO action required by 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

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 (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 **Finalise request**
- Travel Request is now Finalised
- Finalised Travel requests will appear in the Completed

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

**Resend Travel Request to FCM**

- Approved 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 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

To 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 if the Status is:

- 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 Unitask My request dashboard under View Completed

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.