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

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 into a form and return later by clicking Save data and return later at the bottom of the form.

Submit

Save data and return later

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.

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

- 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

To complete a saved travel request, select Load saved data

You cannot submit a new travel request and retain saved data, if you select Start new form, the previously saved data will be lost.

Continue previous session

The system has found saved data on this form. To restore the saved data select Load saved data. If you select Start new form the saved data will be cleared and you will not be able to restore the saved data at a later time. Do you want to load saved data?

Last saved time: Monday, 20 Feb 2023, 11:11

Load saved data

Start new form
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1. User information
   - Enter the user's details (User name, First name, Last name, Email, Job title, Default Org unit)
   - Click the 'search' button to proceed.

2. Select the traveller’s School/Institute/Business Unit from the drop-down list.
   - Choose the option that best represents the traveller's affiliation.
   - If the traveller holds multiple positions, select the position associated with the travel.

3. If the traveller is a non-UQ person, complete the required traveller’s details:
   - Enter the Traveller first name (required)
   - Enter the Traveller last name (required)
   - Enter the email address (not mandatory)

4. Complete the following, noting all UQ business activities:
   - Provide a summary of the trip (required)
   - Explain how the requested travel aligns with UQ objectives and strategic priorities.

5. Select Trip type:
   - Choose from the options: Return, One-way, Multi-city.
   - Return: single business destination, e.g., Brisbane-London-Brisbane.
   - One-way: to/from a single business destination, e.g., London-Brisbane.

6. Departure/Arrival destinations:
   - Start typing the relevant Departure/Arrival location name (city/town) and select from the drop-down list.

7. Search DFAT Smartraveller website for travel advice levels of all arrival destinations.
   - Ensure you select the correct travel advice level.

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

9. Complete date fields:
   - Enter the departure date (required)
   - Calculate the total number of nights.

10. If will field work be undertaken during the travel? = YES
    - Enter the UQ Safe Field Trip Reference ID (required)
    - This ID must be entered.

11. Primary travel destination:
    - Enter the name of the main country (required)
    - Search by entering the name of the country and select from the drop-down list.

12. 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 the traveller is now adding a new (additional) destination/s.

13. If email address added, the traveller will receive the approval email. Leave blank if approval email is not to be sent to the traveller (Non-UQ person).

14. Additional notes for travel:
    - Leave blank if approval email is not to be sent to the traveller (Non-UQ person).

15. N/A – Australia is to be used when Australia is the arrival (city/town).
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)
- Form will not Submit if each Location is not allocated an activity (including departure and arrival location, in example above Brisbane)
- For more detailed Dual purpose examples refer to Dual Purpose Travel Quick Reference Guides

7. Travel Diary

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 (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
  - Attach any supporting documentation that helps justify the trip
  - Form will not Submit if each Location is not allocated an activity (including departure and arrival location, in example above Brisbane)

9. Budget

- Select Expense Type/s from the drop down
  - For more detailed Dual purpose examples refer to Dual Purpose Travel Quick Reference Guides
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>8431105-01-126-41</td>
<td>3200</td>
</tr>
</tbody>
</table>

  Add additional chart string

  Total UQ costing:
  \[\text{Total UQ costing} = \text{Total estimated expenses} \times \frac{\text{Travel allowance}}{\text{Total estimated expenses}}\]

Contact your Finance Advisory team for Chart String information

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

  - Is there any personal contribution? (required)
    - Yes
      - $ amount (required): 500
    - No
  - Is there any external contribution? (required)
    - Yes
      - $ amount (required): 1500
    - No

  Name of external organisation: ABC Research Institute

- **If Both UQ and externally funded** complete above 2 steps

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

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

  Justification required for booking outside of FCM

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.

**Note:** Simple point to point international travel can be booked via the online booking platform SAVI.

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 traveller

Requester is traveller

- Read and confirm declaration, Submit
- Travel request notification email sent to traveller and supervisor (NO action required by 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 (NO action required by 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
- Select Finalise request
- Travel request is now Finalised
- Finalised Travel requests will appear in the Completed View

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

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