



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.

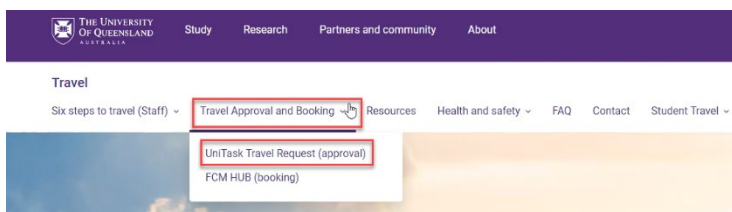
Submit

Save data and return later

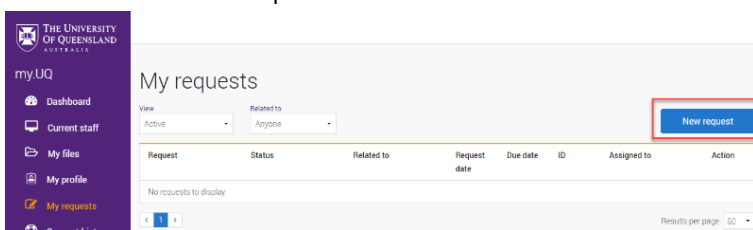
You can only fill out one form at a time. The saved form will not display in your My Requests dashboard until the form is submitted (See Accessing UniTask Travel Request section for accessing a *saved* travel request).

1. Accessing UniTask Travel Request

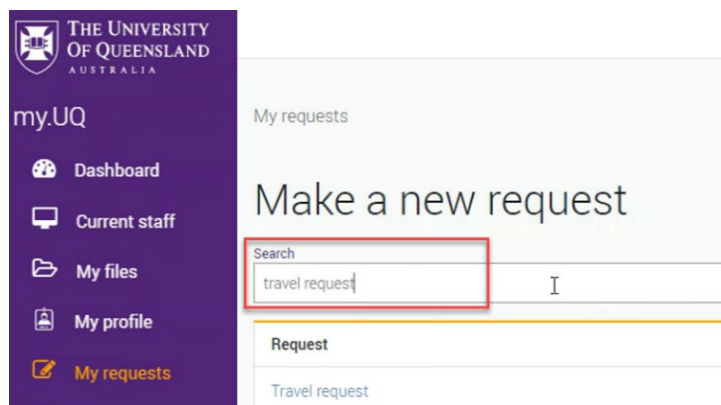
- ➔ From the [UQ Travel website](https://travel.uq.edu.au) (travel.uq.edu.au) select *Travel Approval and Booking / UniTask Travel Request (approval)*



- ➔ 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*



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

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.**

Search for your relevant approver (required)

Select an approver

4. Traveller details

- ➔ If *Are you the person travelling?* = NO (see Request details section)
- ➔ Select traveller type: *UQ Staff / Non UQ person*

Select an option

UQ staff

Non UQ person

- ➔ If traveller is UQ staff, select *Search User*

UQ staff

Search User

- ➔ Search for UQ staff member (not all fields required)
- ➔ Select traveller



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| | | | | | |
|---------------------------------------|------------|-----------|-------|-----------|------------------|
| User name | First name | Last name | Email | Job title | Default org unit |
| | jodi | walton | | | |
| <input type="button" value="Search"/> | | | | | |

| | | | | | |
|---------------------------------------|------------|-----------|---------------------------|--------------------------------|--------------------------|
| User name | First name | Last name | Email | Job title | Default org unit |
| uqjwalt3 | Jodi | Walton | staging.unitask@uq.edu.au | University Travel Risk Manager | Enterprise Risk Services |
| <input type="button" value="Select"/> | | | | | |

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

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

Select an option

Enterprise Risk Services (University Travel Risk Manager)

→ If traveller is a non UQ person, complete the required traveller's details

Traveller first name: (required)

Traveller last name: (required)

Email: NOT MANDATORY

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

5. Trip details

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

| | |
|--|---|
| Primary reason for travel: (required) | Select an option |
| Will field work be undertaken during the travel?: (required) | Academic collaboration Adding location to approved trip Attend meeting/event Attend conference/seminar Fieldwork/trip Professional development Research Site visit/inspection Teaching University duties |
| PRIMARY travel destination (country): (required) | |
| Selected PRIMARY travel destination (country): (required) | |

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

| | |
|---------------------------------------|----------------------------------|
| Primary reason for travel: (required) | Adding location to approved trip |
| Existing Trip ID: (required) | |

Adding a location to approved trip, should only be used when a trip has already been **approved** and traveller is now adding a new (additional) destination/s.

→ If *Will field work be undertaken during the travel?* = YES
→ UQ Safe Field Trip Reference ID must be entered

Will field work be undertaken during the travel?: (required)

☒ Yes
☐ No

UQ Safe Field Trip Reference ID: (required)

→ *Primary travel destination* (meaning the main **country**), search by entering the name of the country and select from the drop down

| | |
|---|----------------|
| PRIMARY travel destination (country): (required) | United Kingdom |
| Selected PRIMARY travel destination (country): (required) | United Kingdom |

→ Complete the following, noting all UQ business activities

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
☐ One-way
☐ Multi-city

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 drop down option/s.

| | |
|--------------------------------------|---------------------------------|
| Departure (city/town) (required) | Arrival (city/town) (required) |
| Brisbane City, Queensland, Australia | London, England, United Kingdom |

→ Search [DFAT Smartraveller](#) website for travel advice level of **all arrival** destinations, including transits by searching the country name.

→ 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.

→ Ensure you Select the 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*.

Arrival location DFAT Smartraveller 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

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

| | | |
|--------------------------------------|--------------------------------------|---|
| Departure (city/town) (required) | Arrival (city/town) (required) | Arrival location DFAT Smartraveller travel advice level: (required) |
| Brisbane City, Queensland, Australia | London, England, United Kingdom | Exercise normal safety precautions |
| Departure (city/town) (required) | Arrival (city/town) (required) | Arrival location DFAT Smartraveller travel advice level: (required) |
| London, England, United Kingdom | Brisbane City, Queensland, Australia | N/A - Australia |

→ Complete date fields, this is the departure date from the departure (city/town), total number of nights will calculate

| | | | |
|--------------------------------------|--------------------------------------|---|-----------------|
| Departure (city/town) (required) | Arrival (city/town) (required) | Arrival location DFAT Smartraveller travel advice level: (required) | Date (required) |
| Brisbane City, Queensland, Australia | London, England, United Kingdom | Exercise normal safety precautions | 08/10/2022 |
| Departure (city/town) (required) | Arrival (city/town) (required) | Arrival location DFAT Smartraveller travel advice level: (required) | Date (required) |
| London, England, United Kingdom | Brisbane City, Queensland, Australia | N/A - Australia | 15/10/2022 |
| Total number of nights away | | | 7 |



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Exception: date of final leg is date of arrival into final destination, in the example above 15/10/2022 is arrival into Brisbane

- ➔ If Traveller type = UQ staff
- ➔ Select Yes/No if trip includes private days

Does your trip include any private days during the UQ business trip? (required)

☐ Yes
☒ No

- ➔ If Yes, private days included, enter the number of private nights

Does your trip include any private days during the UQ business trip? (required)

☒ Yes
☐ No

Total number of private nights away: (required)

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)

| Activity (required) | Location (required) | Start Date (required) | End Date (required) |
|--|---------------------|-----------------------|---------------------|
| Select an option | | Enter a date | |
| Academic collaboration | | | |
| Attend conference/seminar | | | |
| Attend meeting/event | | | |
| Business weekend (preceding Friday and following Monday are business days) | | | |
| Fieldwork/trip | | | |
| Professional development | | | |
| Public holiday recognised in business location (preceding day and following day are business days) | | | |
| Recovery day (following day is a business day) | | | |
| Research | | | |
| Site visit/inspection | | | |
| Teaching | | | |
| Travel from business location to business location | | | |
| Travel from normal place of work to business location | | | |
| Travel from business location to normal place of work | | | |
| Unavoidable overnight stopover | | | |
| University duties | | | |
| Private day | | | |
| Personal weekend | | | |

| Activity (required) | Location (required) | Start Date (required) | End Date (required) |
|---|--------------------------------------|-----------------------|---------------------|
| Travel from normal place of work to | Brisbane City, Queensland, Australia | 08/10/2023 | 09/10/2023 |
| Attend conference/seminar | London, England, United Kingdom | 10/10/2023 | 13/10/2023 |
| Private day | London, England, United Kingdom | 14/10/2023 | 18/10/2023 |
| Travel from business location to normal place of work | London, England, United Kingdom | 19/10/2023 | 20/10/2023 |

- ➔ 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](#)



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

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)

| Activity (required) | Location (required) | Start Date (required) | End Date (required) |
|---|--------------------------------------|-----------------------|---------------------|
| Travel from normal place of work to | Brisbane City, Queensland, Australia | 08/10/2023 | 09/10/2023 |
| Attend conference/seminar | London, England, United Kingdom | 10/10/2023 | 13/10/2023 |
| Travel from business location to normal place of work | London, England, United Kingdom | 14/10/2023 | 18/10/2023 |

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.

- ➔ Attach any supporting documentation that helps justify the trip

9. Budget

- ➔ Select **Expense Type/s** from the drop down

Expense Type (required)

Select an option

- Airfare (Economy)
- Airfare (Premium Economy)
- Airfare (Business Class)
- Accommodation
- Meals
- Incidentals
- Transport
- Other

If **Airfare Premium Economy or Business Class** is selected, additional justification is required as per [Travel Policy Section 2.5](#).

- ➔ Enter the estimated expense amount/s in AUD

| Expense Type (required) | \$ amount (required) |
|--------------------------|----------------------|
| Airfare (Economy) | 1500 |
| Accommodation | 1700 |
| Add another expense type | |

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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](#).

Expense Type (required) Other (required) \$ amount (required)

Other Travel allowance 500

→ Select how the travel will be funded from drop down

How will travel be funded (required) Select an option

UQ funded
Externally funded
Both UQ and externally funded

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

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

Chart String (required) \$ allocation (required)

8431109-01-126-41 3200

Add additional chart string

Total UQ costing 3200

Total UQ costing must equal 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) \$ amount (required)

☒ Yes 500

☐ No

Is there any external contribution? (required) \$ amount (required)

☒ Yes 1500

☐ No

Name of external organisation: (required) ABC Research Institute

Total external contribution: 2000

Total external contribution must equal total Estimated expenses

→ 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

Send approved Travel Request to FCM? (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](#)

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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

| Request | Status | Related to | Request date | Due date | ID | Assigned to | Action |
|----------------|-----------------------|------------|--------------|-------------|--------|-------------|------------------------|
| Travel request | Awaiting finalisation | Me | 20 Oct 2022 | 29 Oct 2022 | 642055 | Me | Update |

- ➔ 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 [Finalise request](#)
- ➔ Travel request is now Finalised
- ➔ Finalised Travel requests will appear in the Completed

My requests

View: [Active](#) [Completed](#) Related to: [Anyone](#) [New request](#)

| Request | Status | Related to | Request date | Due date | ID | Assigned to | Action |
|----------------|-----------|------------|--------------|-------------|--------|-------------|----------------------|
| Travel request | Finalised | Me | 20 Oct 2022 | 21 Oct 2022 | 642055 | Me | View |

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

My requests

View: [Active](#) [Completed](#) Related to: [Anyone](#) [New request](#)

| Request | Status | Related to | Request date | Due date | ID | Assigned to | Action |
|----------------|-----------------------|---------------|--------------|-------------|--------|-------------|------------------------|
| Travel request | Awaiting finalisation | Katrina Green | 30 Aug 2022 | 04 Sep 2022 | 639002 | Me | Update |

Travel Management Services
Governance and Risk

- ➔ Find the Travel request to send to FCM, select Update
- ➔ Under the Audit tab, select Send to FCM

Audit

[Confirm request](#)

[Send to FCM](#)

[Withdraw request](#)

- ➔ 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

My requests

View: [Active](#) [Completed](#) Related to: [Anyone](#) [New request](#)

| Request | Status | Related to | Request date | Due date | ID | Assigned to | Action |
|----------------|-----------|------------|--------------|-------------|--------|-------------|----------------------|
| Travel request | Finalised | Me | 20 Oct 2022 | 21 Oct 2022 | 642055 | Me | View |

- ➔ Find the Travel request to send to FCM, select View
- ➔ Under the Audit tab, select Send to FCM

Audit

Send a copy of the approved travel request to FCM.

[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

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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

My requests

| View | related to | | | | | | | New request |
|----------------|-----------------------|---------------|--------------|-------------|--------|-------------|--------|-------------|
| Active | Anyone | | | | | | | |
| Request | Status | Related to | Request date | Due date | ID | Assigned to | Action | |
| Travel request | Awaiting finalisation | Katrina Green | 30 Aug 2022 | 04 Sep 2022 | 636002 | Me | Update | |

- Find the Travel request to withdraw, select Update
- Under the Audit tab, select Withdraw request

Audit

Confirm request

Send to FCM

Withdraw request

- The Travel request is now withdrawn
- Withdrawn Travel requests will appear in the Unitask My request dashboard under View Completed