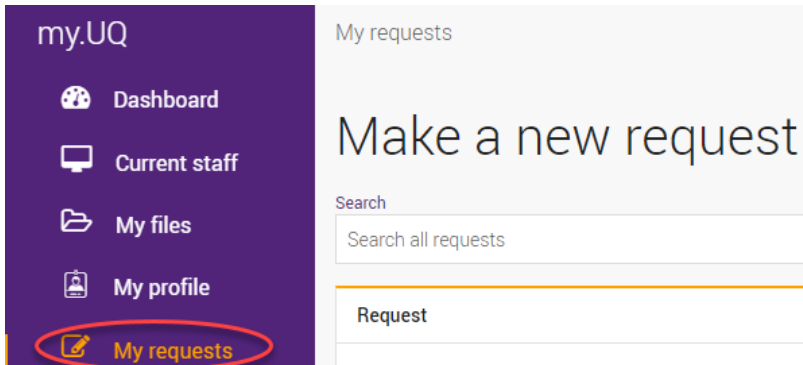


Travellers should review the [Dual Purpose Travel \(DPT\) Procedure](#) and ensure compliance with its requirements **prior** to requesting a return travel booking.

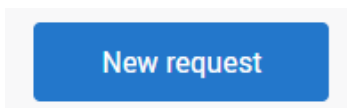
The screenshots included in this QRG apply the following scenario:

A UQ traveller requests to attend a conference for UQ business in Melbourne from Tuesday to Friday. The traveller is an avid Harry Potter fan and would like to remain in Melbourne to attend the show on Friday and Saturday evenings. The traveller would then fly home on the Sunday. UQ could fully fund the return flight as the itinerary meets the dual purpose travel requirements: the private days are less than the business days and the private days are in the business location.

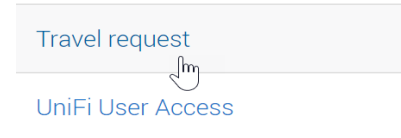
1. Log in to my.UQ and select My requests from the options on the left.



2. Select New Request using the blue button.



3. Select **Travel Request** from the options in the list.

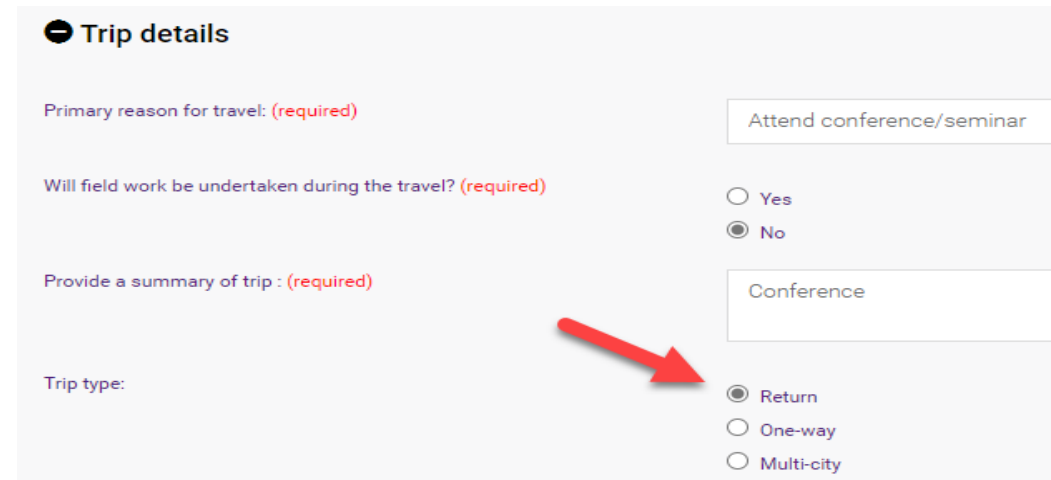


4. Complete sections:

- a) **Request details**
Select your trip requirements ie domestic/international
- b) **Approval section**
Begin to type your approvers name and it will auto populate
- c) **Traveller details**
Enter name, email, contacts, business unit

5. **Trip Details**

Enter details following the prompts, making sure to select **Return** as the trip type.



6. Enter your Departure/Arrival locations and the proposed Travel dates.

Departure (city/town) (required) Brisbane City, Queensland, Australia X	Arrival (city/town) (required) Melbourne, Victoria, Australia X
Departure (city/town) (required) Melbourne, Victoria, Australia	Arrival (city/town) (required) Brisbane City, Queensland, Australia

7. Select **Yes** for **Private Days during the UQ business trip**.

8. Enter the number of private nights (Friday and Saturday night = 2).

Total number of nights away:

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

Total number of private nights away: (required)

9. **Dual Purpose Travel**

The Dual Purpose Travel section will appear because you have selected **yes** (above) to including private days.

Note: If you are only taking private days prior to, or after your UQ trip, you would select 'no' as you do not have private days during the UQ business trip. Refer to the 'Requesting a one-way UQ business trip' QRGs for further details on how to request this type of trip.

The ATO require you to complete a diary of your dual purpose travel. It 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 \(DPT\) Procedure](#).

- Start: Add your outbound travel to the first 'Activity' i.e., flight from Brisbane including your proposed departure date
- Add your activities in the business location by selecting the relevant options from the Activity drop down menu-and add dates
- Important:** Add an activity for private days from the drop-down menu and include the proposed private dates during the UQ business trip
- End: Add the return travel to the last activity by selecting from the drop-down menu, including the proposed return date.

Tip, you will need to select "add another row" between each activity until all activities are completed.

Activity (required)	Location (required)	Start Date (required)	End Date (required)
Travel from normal place of work to	Brisbane City, Queensland, Australia	06/09/2023	06/09/2023
Attend conference/seminar	Melbourne, Victoria, Australia	06/09/2023	09/09/2023
Private day	Melbourne, Victoria, Australia	10/09/2023	11/09/2023
Travel from business location to normal place of work	Brisbane City, Queensland, Australia	11/09/2023	11/09/2023

10. **Budget details**

Complete this section by selecting your expense type and adding the \$ amount estimated for your trip. You will be asked to select how the travel will be funded i.e. Externally, Self or UQ funded.

11. **Supporting documents** (if any) Add as attachments to support your travel application.

12. **Traveller declaration**

- Read the declaration and once compliant and understood, tick the box to agree with the statements.

b) Submit your Travel Request by clicking 'Submit'.

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
- I confirm any private travel days taken during the UQ business trip:
 - Will only be taken in the **business location** where I'm currently conducting UQ business and the total number of private days will be **less than** the total number of business days
 - Is not the primary purpose of the trip
 - Will be personally paid for including all direct or incremental costs attributable to the private days
 - If taken on a workday, I will take leave and record the leave in UQ's HR system prior to departure.

Your travel request is now complete. The request will be sent to your manager and the travel approver selected in the Approval details section (step 4). Your request will appear in your my.UQ dashboard – My requests.