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Prior to making Changes to a UniTask Travel Request, Requesters must:

- + Review the six steps to travel and comply with UQ Travel Policy and Dual Purpose Travel (DPT) Procedure
- ✤ Discuss any changes with the Travellers supervisor; and
- ✤ If required attach documention to support any changes to the UniTask Travel Request

Access a UniTask Travel Request

→ Submitted UniTask Travel Requests will appear in the Requesters/Traveller (UQ staff) UniTask My Request dashboard

My reque	sts						
iew Active •	Related to Anyone •						New request
Request	Status	Related to	Request date	Due date	ID	Assigned to	Action
Travel request	More information required	Me	14 Oct 2022	18 Oct 2022	642051	Me	Update
Travel request	In progress	Katrina Green	19 Sep 2022		641002	Approver	View
Travel request	Awaiting finalisation	Katrina Green	07 Oct 2022	19 Nov 2022	642030	Me	Update
Travel request	Submitted	Me	21 Oct 2022		642056	Approver	View
Travel request	Submitted	Vanessa Harm	14 Oct 2022		642050	Lead traveller	View

Changing a UniTask Travel Request

Changes can only be made to Travel Requests with the Status: Awaiting Finalisation or More information required.

✤ Changes can be made to all sections noted below highlighted Green

Changes to Awaiting Finalisation

Travel requests Awaiting finalisation status, have been approved

- \rightarrow When changes have been made select Finalise request at the bottom of the form
- ➔ Travellers supervisor and or approver will <u>not</u> receive a notification email of changes made
- ✤ Once changes made and form Submitted the Travel request is Finalised, no further changes can be made
- + The Travel request can be viewed in the Completed task view (refer to User Guide: Understanding My requests dashboard)

Changes to More information required

More information required Travel request are **not approved**

- ↔ When changes have been made select submit at the bottom of the form
- → Travellers approver <u>will</u> receive a notification email of changes
- ✤ Once changes made and form Submitted the Travel request is sent back to the Approver for action
- + The Travel request can be viewed in the Active task view (refer to User Guide: Understanding My requests dashboard)
- → If approved the Travel request will need to be Finalised



equest summary		
quostourinary		
ID:	642057	
est name:	Travel request	
ubmitted:	24 October 2022	
S:	More information required	
ned to:	Requester	
	Requester	
quester details		
e:	Jodi Walton	
£.	staging.unitask@ug.edu.au	
username:	uqjwalt3	
Travel request form		
Request details		
e of travel (required)	C	
Domestic		Do not make changes to Request details. If changes are
his a group booking for 10 or more people with the same itinerary? (red	equired)	required to this section you must Withdraw the request
Yes		and Submit a new Travel Request
No		מות שמשוות מוופש וומיכו הכקעצא
you the person travelling? (required)	C	
Yes No		
Approval International travel	l only	
international travel	aroniy	
	and a submittee a travel as work of	
a sum must discuss their dater plans with their supervisor	i prior to oubmitting a traver request. e	countries deter requests will be sent to the age reserver to an arrener (or shall only) for homeanon parposes.
most cases, the relevant travel approver will be your Head	d of Organisational Unit (such as a	School, Institute, Centre or Division) or their approved delegate (i.e. Head of School/Deputy Head of School/Centre Director/School Manager/Centre
Manager/Deputy Director/Faculty Executive Manager or equ	uivalent).	
Heads of Organisational Units should select their supervisor	r (or their supervisor's approved deleg	gate) as their relevant travel approver.
To select your relevant travel approver, enter the UQ staff me	nember's name below. Refer to your	local area for guidance if you are unsure.
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Departure and/or Arrival city/town cannot be changed. If you are:

- Adding another location, submit a new Travel Request for the <u>new location</u> only, noting the *Primary reason for travel Adding location to approved trip*
- Changing the Departure and/or Arrival city/town, Withdraw the request and Submit a new request with correct information

ure (city/town) (required)							
and (any real and)	Arrival (city/town) (required)		Arrival location DFAT Smartravelier travel advice level (required) Date (required)				
bane City, Queensland, Australia	Singapore, Singapore		Exercise normal safety precautions • 31/		• 31/10/2022	=	
n							
rture (city/town) (required)	Arrival (city/town) (required)	Arrival Io	ocation DFAT Smartraveller tra	vel advice level (required)	Date (required)		
gapore, Singapore	Brisbane City, Queensland, Australia	N/A -	Australia		• 12/11/2022	=	
number of nights away:	12						
			If DFAT advid approval ple	ce level incre ase contact l	ases and requires Hi JQ Travel prior to Fir	gh Risk nalising.	
your the include any private days <u>during</u> the UQ business tro?	Yes No No If Private (Travel d	days changes fr	om No to Yes oved).	, Dual Purpo	se section will need t	o be completed	
You are required to complete a travel diary. A travel diary is a Procedure.	record of your travel movements undertal	en when travelling for UQ busin	ess. Definitions of busines	is days, private days and	I the requirements for each are outlined	in the Dual Purpose Travel	
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td another attachment Traveller declaration a UQ traveller is planning to undertake international UQ travel and has a pre-existing condition. <u>or is over 75 yea</u>	
Traveller declaration a UQ traveler is planning to undertake international UQ travel and has a pre-existing condition. <u>or is over 75 yea</u>	
a UQ traveller is planning to undertake international UQ travel and has a pre-existing condition, or is over 75 yea	
atlable on the UQ Insurance Services website. A pre-existing condition is a physical defect, condition, liness or dis onthis prior to the UQ travel. <u>This also includes pregnancy and any mental liness</u> . The Fit for Travel form must be c andition, liness or disease.	LoEage, they must obtain medical clearance to travel from a doctor within 30 days prior to the UQ travel using the Fit for Travel form are for which treatment, medication or advice (including advice for treatment) has been received or prescribed by a doctor in the 12 impleted by UQ travellers prior to booking their international UQ travel if, at the time, they are showing symptoms of any defect,
Is somming in request (require) inderstand and will comply with: All relevant UQ policies and procedures including the UQ Travel Policy, the Dual Purpose Travel Procedure and th The Isk steps to traver outlined on the UQ Travel website The UQ Travel insurance conditions and i will complete all required actions (refer to the UQ Insurance Services w confirm sufficient funds are available to cover the cost of this travel Lake any private travel to a private holiday location I confirm: This travel will be taken prior to the start (or following the end) of my UQ business trip Lwill aroane my own personal travel insurance I will be taken prior to the start (or following the end) of my UQ business trip I will be taken prior to the start (or following the end) of my UQ busines trip I will be taken prior to the start (or following the end) of my UQ busines I will be taken prior to the start (or following the end) of my UQ busines I will be taken prior to the travel will be taken prior to the start (or following the end) of my UQ busines I will be taken	Work off campus/field trip procedure safe - UQ Travel Insurance Brochures for Staff and Students) infares) to and from the private holiday location