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

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 (DPT) Procedure.

Google Chrome is the recommended browser for UniTask

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

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.

   To complete a saved travel request, select Load saved data

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

   Active approval is generally NOT required for domestic travel. UQ staff must discuss their travel plans with their supervisor prior to submitting a travel request. Check UQ Travel website for latest travel updates.

4. Traveller details

   - If Are you the person travelling? = NO (see Request details section above)

   - 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

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

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

- If traveller is a non UQ person, complete the required traveller’s details
  - Traveler first name: (required)
  - Traveler last name: (required)
  - Email: NOT MANDATORY

5. 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 Will field work be undertaken during the travel? = YES
  - UQ Safe Field Trip Reference ID must be entered
- Provide a summary of trip, noting all UQ business activities
- Select Trip type
  - Return: single business destination e.g. Brisbane-Melbourne-Brisbane
  - One-way: to/from one business destination e.g. Melbourne-Brisbane
  - Multi-city: multiple business

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

- 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
- If Traveller type = UQ staff
  - Select Yes/No if trip includes private days
  - If Yes, private days included, enter the number of

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)
7. Travel diary

A travel diary is required for Multi-city trips. If Multi-city with private days, 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).

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.

8. Budget

- Select Expense Type/s from the drop down.
- Enter the estimated expense amount/s in AUD.

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 ExpenseMe Pro.

- If UQ funded, provide Chart String/s and $ allocation/s

- If Externally funded (including personally funded) complete and provide $ allocation.

- 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.

Justification required for booking outside of FCM.

Send 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: UQ’s preferred booking method for domestic travel is via the online booking platform SAVI.
9. Supporting documents

- Attach documents to support your travel request

Requirements may vary across local areas

10. 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)
- 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
- 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
- Request will appear in requester’s my.UQ dashboard - My requests

11. 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

12. Finalise Request

Changes can only be made to Travel requests with the status: **Awaiting Finalisation**. 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, Travel request must be withdrawn.

Additional steps (if required after submission):

Resend Travel Request to FCM

- 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
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If status is Finalised
- Finalised Travel requests will appear in the Requesters Unitask My request dashboard under View Completed

My requests
- 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; 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:
- 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

Travel requests will appear in the Requesters Unitask My request dashboard under View Active