

# 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.

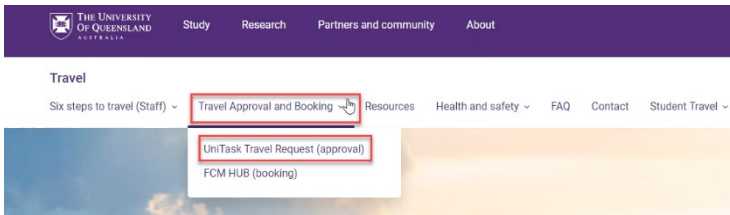
Submit

Save data and return later

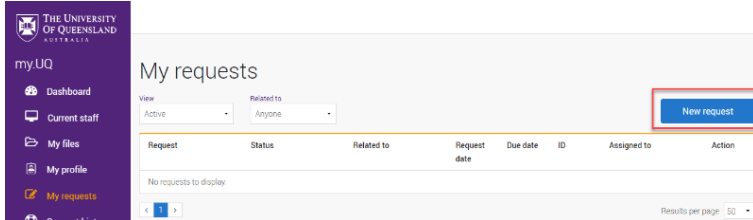
You can only fill out one form at a time. The saved form will not display in your My Requests dashboard until the form is submitted (See Accessing UniTask Travel Request section for accessing a *saved* travel request).

## 1. Accessing UniTask Travel Request

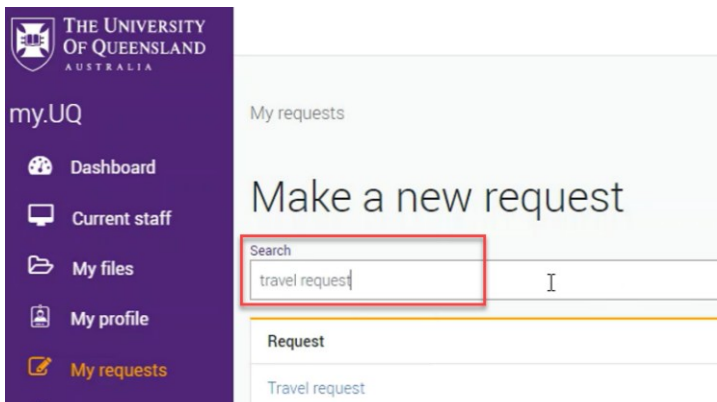
➔ From the [UQ Travel website](#) (travel.uq.edu.au) select *Travel Approval and Booking / UniTask Travel Request (approval)*



➔ Select *New request*



➔ Search and select *Travel request*



➔ If you **do not** have a *saved* travel request, continue to step **2. Request details**.  
➔ 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

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*

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

User name	First name	Last name	Email	Job title	Default org unit	Search
	jodi	walton				Search

User name	First name	Last name	Email	Job title	Default org unit	Select
uqjwalt3	Jodi	Walton	staging.unitask@uq.edu.au	University Travel Risk Manager	Enterprise Risk Services	Select

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

Select an option

Enterprise Risk Services (University Travel Risk Manager)

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

- ➔ 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

- Academic collaboration
- Adding location to approved trip
- Attend meeting/event
- Attend conference/seminar
- Fieldwork/trip
- Professional development
- Research
- Site visit/inspection
- Teaching
- University duties

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

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)

- ➔ Provide a summary of trip, noting all UQ business activities

Provide a summary of trip: (required)

- ➔ Select *Trip type*

Return

One-way

Multi-city

**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.

Departure (city/town) (required)

Brisbane City, Queensland, Australia

Arrival (city/town) (required)

Melbourne, Victoria, Australia

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

Departure (city/town) (required)

Brisbane City, Queensland, Australia

Arrival (city/town) (required)

Melbourne, Victoria, Australia

Date (required)

11/10/2022

Departure (city/town) (required)

Melbourne, Victoria, Australia

Arrival (city/town) (required)

Brisbane City, Queensland, Australia

Date (required)

15/10/2022

Total number of nights away:

4

**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

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)

Select an option

Location (required)

Start Date (required)


Enter a date (dd/MM/yyyy)

- Academic collaboration
- Attend conference/seminar
- Attend meeting/event
- Business weekend (conducting business on both preceding Friday and following Monday, neither can be solely travel 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

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Activity (required) Travel from normal place of work to	Location (required) Brisbane City, Queensland, Australia	Start Date (required) 01/10/2023	End Date (required) 01/10/2023
Activity (required) Private day	Location (required) Sydney, New South Wales, Australia	Start Date (required) 01/10/2023	End Date (required) 03/10/2023
Activity (required) Attend conference/seminar	Location (required) Sydney, New South Wales, Australia	Start Date (required) 04/10/2023	End Date (required) 08/10/2023
Activity (required) Travel from business location to no	Location (required) Brisbane City, Queensland, Australia	Start Date (required) 08/10/2023	End Date (required) 08/10/2023

- ➔ 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

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)

Activity (required) Travel from normal place of work to	Location (required) Brisbane City, Queensland, Australia	Start Date (required) 11/10/2023	End Date (required) 11/10/2023
Activity (required) Academic collaboration	Location (required) Melbourne, Victoria, Australia	Start Date (required) 11/10/2023	End Date (required) 13/10/2023
Activity (required) Travel from business location to business location	Location (required) Melbourne, Victoria, Australia	Start Date (required) 13/10/2023	End Date (required) 13/10/2023
Activity (required) Attend meeting/event	Location (required) Sydney, New South Wales, Australia	Start Date (required) 14/10/2023	End Date (required) 15/10/2023
Activity (required) Travel from business location to no	Location (required) Brisbane City, Queensland, Australia	Start Date (required) 15/10/2023	End Date (required) 15/10/2023

## 8. Budget

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

Expense Type (required)

Select an option

- Airfare
- Accommodation
- Meals
- Incidentals
- Transport
- Other

- ➔ Enter the estimated expense amount/s in AUD

Expense Type (required) Airfare	\$ amount (required) 490
Expense Type (required) Accommodation	\$ amount (required) 620

Add another expense type

**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](#).

Expense Type (required)  
Other

Other (required)  
Travel allowance

\$ amount (required)  
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) 8431109-01-126-41	\$ allocation (required) 1110
--	----------------------------------

Add additional chart string

Total UQ costing  
Total UQ costing must equal total Estimated expenses → 1110

Contact your [Finance Advisory team](#) for Chart String information

- ➔ If **Externally funded** (including personally funded) complete and provide \$ allocation

Is there any personal contribution? (required)

Yes  
 No

\$ amount (required)  
610

Is there any external contribution? (required)

Yes  
 No

\$ amount (required)  
500

Name of external organisation: (required)  
ABC Research Institute

Total external contribution:  
Total external contribution must equal total Estimated expenses → 1110

- ➔ 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 **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](#).

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### 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.

- ➔ 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	<a href="#">Update</a>

- ➔ 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 View

My requests

View	Related to	Status	Request	Due date	ID	Assigned to	Action
Active	Anyone						<a href="#">New request</a>
Completed							

My requests

View	Status	Related to	Request date	Due date	ID	Assigned to	Action
Completed	Finalised	Me	20 Oct 2022	21 Oct 2022	642055		<a href="#">Update</a>

### 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

My requests

View	Related to	Status	Request date	Due date	ID	Assigned to	Action
Active	Anyone						<a href="#">New request</a>

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	<a href="#">Update</a>

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

Audit

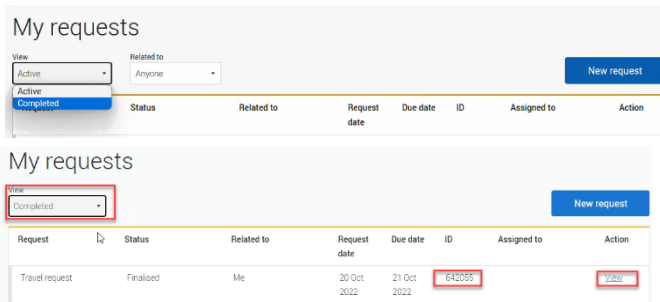
<a href="#">Confirm request</a>
<a href="#">Send to FCM</a>
<a href="#">Withdraw request</a>

- ➔ The approved Travel request is now emailed to FCM

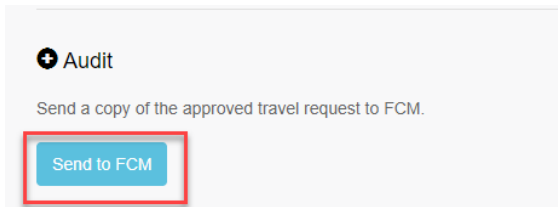
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### If status is Finalised

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



- ➔ 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

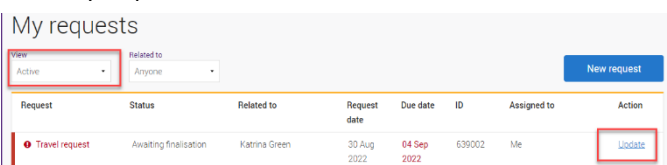
A submitted Travel request must be withdrawn if:

- ➔ changes are made to the departure and or arrival locations; or
- ➔ the planned travel is no longer taking place

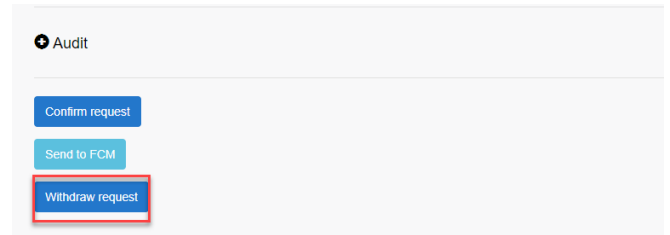
Refer to the [User Guide: How to change a UniTask Travel Request](#) before Withdrawing a request.

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



- ➔ 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