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

1. Accessing UniTask Travel Request

1. From the UQ Travel website (travel.uq.edu.au) select Travel Approval and Booking / UniTask Travel Request (approval)

2. Select New request

3. Search and select Travel request

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

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.

Google Chrome is the recommended browser for UniTask

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).

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

If traveller is UQ staff, select Search User

Search for UQ staff member (not all fields required)

Select traveller
User Guide: How to submit a UniTask Travel Request (International)

5. Trip details

- 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: 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.

- 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.

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

  N/A – Australia is to be used when Australia is the Arrival (city/town)
**User Guide: How to submit a UniTask Travel Request (International)**

**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

  ![Image of travel request form]

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

  ![Image of travel request form]

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)

![Image of travel request form]

- 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**

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)

![Image of travel request form]

8. **High risk destination**

High risk travel will not be approved without evidence of careful planning and justification

- Attach any supporting documentation that helps justify the trip

9. **Budget**

- Select Expense Type/s from the drop down

  ![Image of travel request form]

- Enter the estimated expense amount/s in AUD

  ![Image of travel request form]

  If **Airfare Premium Economy or Business Class** is selected, additional justification is required as per **UQ Travel Policy Clause (22)**.
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.

Select how the travel will be funded from drop down

- If **UQ funded**, provide Chart String/s and $ allocation/s
  
<table>
<thead>
<tr>
<th>Chart String (required)</th>
<th>$ allocation (required)</th>
</tr>
</thead>
<tbody>
<tr>
<td>8431105-01-126-41</td>
<td>3200</td>
</tr>
</tbody>
</table>
  
  Add additional chart string

- If **Externally funded** (including personally funded) complete and provide $ allocation/s in AUD

- 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

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**
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

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
- Travel request is now Finalised
- Finalised Travel requests will appear in the Completed 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

**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

Under the Audit tab, select Send to FCM

The approved travel request is now emailed to FCM

Find the Travel request to send to FCM, select View

Under the Audit tab, select View

The approved Travel request is now emailed to FCM
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

- 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