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

Group travel: 10 or more travellers with the same itinerary.
Prior to submitting a travel request: travellers must review the six steps to travel and comply with the UQ Travel Policy.

Google Chrome is the recommended browser for UniTask.

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.

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.

2. Request details
   ➤ Select the relevant options

3. Approval
   ➤ Search for your relevant travel approver by name. Refer to your local area for guidance if you are unsure.

4. Lead traveller details
   ➤ If Are you the lead traveller? = 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

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 a 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

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

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

2. If lead traveller is a non UQ person, complete the required traveller’s details

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)

3. Add 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.

4. If Adding a location to approved trip is selected, Existing UniTask Trip ID must be entered in the field provided

5. Complete group details, total number of people will populate

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)

6. Complete the following, noting all UQ business activities

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)

7. Attach completed list of travellers (spreadsheet preferred). List can be attached at a later date but must be attached prior to finalising the Travel request. Final numbers must be updated at least 5 days prior to the trip departure date.

8. 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

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

10. Search DFAT Smartraveller website for travel advice level of all arrival destinations

11. Select 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.
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### 7. Travel Diary

A travel diary will be required for:
- Multi-city trips (regardless of nights away)
- One-way trips/return trips (6 nights and over)

- 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)

### 8. High risk destination

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

- Complete the following sections in detail:

  - Is the travel essential and why isn’t the business objective achievable via other means or in another destination? Detail benefits travel will provide to UQ or opportunity cost if travel is not undertaken.
  - What are the main risks associated with the travel? Detail how the risks will be managed and/or mitigated. Consider personal health and safety risks as well as reputational/strategic risks to UQ.
  - What passport will you travel on? Detail additional information regarding visas, entry/exit requirements for all destination/s.

- Attach any supporting documentation that helps justify the trip

### 9. Budget

- Select Expense Type/s from the drop down

  - Airfare (Economy)
  - Airfare (Premium Economy)
  - Accommodation
  - Meals
  - Incidentals
  - Transport
  - Other

- Enter the estimated expense amount/s in AUD

- Select how the travel will be funded from drop down

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

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

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N/A – Australia is to be used when Australia is the Arrival (city/town)

Exception: date of final leg is date of arrival into final destination, in the example above 15/10/2022 is arrival into Brisbane.

Private days is not applicable. If a traveller plans to include private days they must complete a separate individual travel request.
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 (destinations and locations cannot be changed)

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

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
- 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

### 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 Update
- Under the Audit tab, select Send to FCM
- 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

### 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