THE UNIVERSITY
OF QUEENSLAND
AUSTRALIA

GOVERNANCE & RISK MANAGEMENT

UNIVERSITY
Travel Approver
Quick Reference Guide

Purpose of this Guide

This guide, which applies to UniTask travel requests assigned to you as the travel approver, should be used in conjunction with the Travel approver responsibilities outlined in UQ Travel Policy, **Section 3 – Roles, Responsibilities and Accountabilities – Travel Approver:**

The travel approver is responsible for assessing and ensuring the following, where relevant, in a timely manner:

a. *the UQ travel is necessary;*
b. *the travel plan is reasonable (timing, duration, and total cost etc.) and demonstrates prudent use of UQ resources (i.e. the most logical and economical route is selected and, if required, Premium Economy or Business Class is justified); and*
c. *all proposed business location/s are for legitimate UQ business purposes.*

SECTION	REVIEW
Traveller details	• If you are not the correct travel approver, you can assign the form to a another travel approver (refer to the User Guide: Travel Approver (international travel only)).
Trip details	• The travel is necessary, undertaken for legitimate UQ business purposes and aligns with UQ objectives and strategies. • The travel outlined in the *Trip details* appears properly planned ie. the most logical and economical route. • All business locations are for legitimate UQ business purposes.
Travel diary / Dual purpose travel (if included)	• The selected activities, dates and locations are relevant and accurate. • Any private travel days are recorded and not taken in a solely private location.
High risk destination (if included)	• Reasonable justification has been provided for why the travel to the high risk destination is essential. • Risks have been identified and adequate information has been provided on how these risks will be managed/mitigated. Risks may relate to (but are not limited to) transportation, accommodation, general safety, health.
Budget	• If *Airfare (premium economy)* or *Airfare (business class)* is selected, the justification for higher class of travel is acceptable. • Acceptable justification has been provided if the travel booking is NOT being made through FCM. Refer to Exceptions to using FCM Travel Solutions.

⚠ If the information provided in the travel request is insufficient or unacceptable, you can:
   a. Request more information; or
   b. Reject a travel request.
Refer to the User Guide: Travel Approver (international travel only)