

# User Guide: Travel Approver (International travel only)

The role of **travel approver** will vary across UQ. In most cases, the relevant travel approver will be the UQ traveller's supervisor or Head of Organisational Unit (such as a school, institute, centre or division) or their approved delegate (i.e. Head of School/Deputy Head of School/Centre Director/School Manager/Centre Manager/Deputy Director/Faculty Executive Manager or equivalent).

**Note:** the traveller's **functional supervisor** (UQ staff only) will receive a notification email from UniTask once a travel request is submitted.

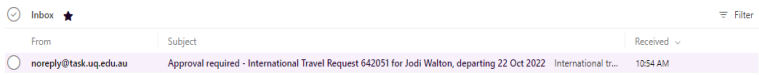
Travel approver and supervisor responsibilities are outlined in the [UQ Travel Policy clauses \(72\) – \(73\)](#)  
Refer also to the [Travel Approver \(Quick Reference Guide\)](#)

## 1. Accessing a UniTask Travel Request Approval

The travel approver can access the travel request either directly from the UniTask *approval required* email or from their UniTask My requests dashboard

### Accessing requests from *approval required* email

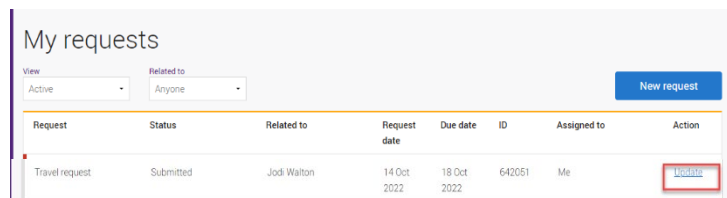
- ➔ Traveller submits UniTask Travel Request
- ➔ Approval required email sent to nominated travel approver



- ➔ Click into email and select *Action request*
- ➔ Request will open in UniTask

### Accessing travel request from UniTask My requests dashboard

- ➔ The request will appear in the travel approver's UniTask My requests dashboard for actioning




- ➔ Click *Update*
- ➔ Request will open in UniTask

## 2. Reviewing a UniTask Travel Request

As per [UQ Travel Policy](#) and [Dual Purpose Travel \(DPT\) Procedure](#) the **travel approver** is responsible for assessing and ensuring the following, where relevant, in a timely manner:

1. the UQ travel is necessary;
2. the travel plan is reasonable (timing, duration, 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);
3. all proposed business location/s are for **legitimate UQ business purposes**.

- ➔ Travel approver reviews the UniTask travel request
- ➔ All sections of the Travel request form can be expanded, click on 

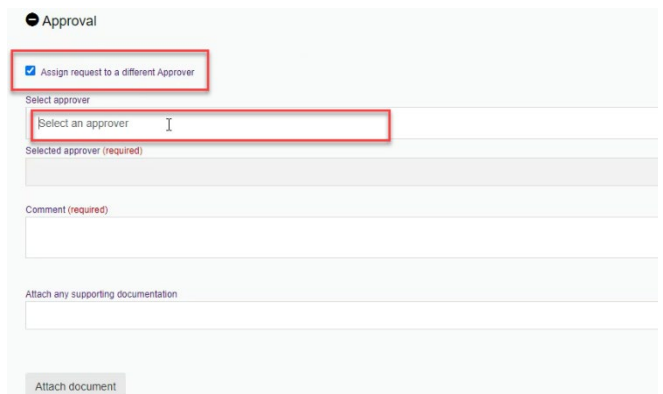
## 3. Approval

Travel approvers can:

- a) Assign a request to a different travel approver;
- b) Request more information;
- c) Approve a travel request; or
- d) Reject a travel request

### Assign a request to a different approver

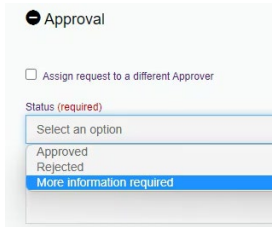
- ➔ In the Approval section, click *Assign request to a different Approver*
- ➔ Search for another travel approver by name in the *Select approver* field



- ➔ Add any comments and supporting documents (if applicable)
- ➔ Once completed click *Submit*
- ➔ The request will be re-assigned to the selected travel approver for action

**Request more information from the requester**

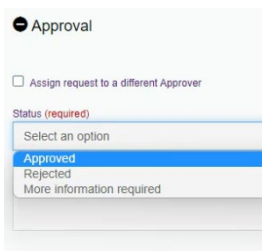
- ➔ In the Approval section, click *Status* and select an option field from the drop down menu
- ➔ Select *More information required*



- ➔ Enter comments to the requester to support the request for more information
- ➔ Attach any supporting documents (if applicable)
- ➔ Once completed click *Submit*
- ➔ Request will be re-assigned back to the requester for action

**Approve a travel request**

- ➔ In the Approval section, click *Status* and select an option field from the drop down menu
- ➔ Select *Approved*

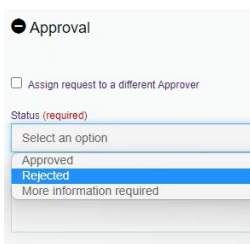


- ➔ Enter comments and attach supporting documents (if applicable)
- ➔ Once completed click *Submit*
- ➔ Request will be re-assigned back to the requester for request finalisation and booking

If travel is to a **high risk destination**, the travel request will be sent to the High Risk Travel Approver for final approval after the travel approver has approved the request.

**Reject a travel request**

- ➔ In the Approval section, click *Status* and select an option field from the drop down menu
- ➔ Select *Rejected*



- ➔ Enter comments to the requester to support the rejection decision
- ➔ Attached any supporting documents (if applicable)
- ➔ Once completed click *Submit*
- ➔ Note: notification email advising a declined request will be sent to the requester and the traveller

**4. UniTask My requests dashboard**

The dashboard will show requests either:

- ➔ awaiting your approval action (*Assigned to Approver*); or
- ➔ have been approved by you and the request is allocated to the requester awaiting finalisation (*Assigned to Requester*)

View drop down menu displays requests either:

- ➔ *Active*; or
- ➔ *Completed*

My requests

Request	Status	Related to	Request date	Due date	ID	Assigned to	Action
Travel request	More information required	Jodi Walton	14 Oct 2022		642051	Requester	<a href="#">View</a>
Travel request	Awaiting finalisation	test test	10 Oct 2022		642036	Requester	<a href="#">View</a>
Travel request	Rejected	test test	19 Sep 2022		641003	--	<a href="#">View</a>
Travel request	In progress	Katrina Green	19 Sep 2022		641002	Approver	<a href="#">View</a>

**Travel Approver UniTask Dashboard Status**

**Awaiting finalisation**

- ➔ Request approved by travel approver, now assigned to requester awaiting finalisation

**Submitted**

- ➔ Travel request submitted by requester, assigned to travel approver awaiting approval action

**More information required**

- ➔ Request has been re-assigned to requester to provide more information to support approval decision, requester to action and re-submit

**In progress**

- ➔ Travel approver has assigned a request to another travel approver for action

**Rejected**

- ➔ Travel approver has declined the request