## **UniTask Travel Request Workflow – Domestic**

NOTE: Prior to submitting a travel request: travellers must review the <u>six steps to travel</u> and comply with the UQ Travel Policy and Dual Purpose Travel (DPT) Procedure.

Proposed travel must be discussed Discussion with supervisor before submitting a UniTask Travel Request Establish a travel plan and budget **Budget and itinerary** estimate before submitting a request Requester completes travel request details Traveller completes traveller declaration and submits; OR **Traveller Declaration** If requester is NOT the traveller, traveller (UQ Staff only) will receive email notification to complete the traveller declaration in UniTask Submission UniTask travel request meets **UQ Travel Policy** requirements Supervisor (Workday defined) receives notification once form is submitted. No action required from Notification supervisor unless there is an issue with proposed travel plan, in which case, address with traveller directly Active approval is generally not required for domestic travel. Check **UQ** Travel website for current procedure Book travel as per the **UQ Travel** website If necessary, the Travel Requester Finalise Travel Request in can update details of the UniTask UniTask after travel is Travel Request when finalising. Refer completed to UQ Travel <u>Resources</u> – Travel **Approval** 

