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 Lead traveller completes traveller declaration and submits; OR **Traveller Declaration** If requester is NOT the lead traveller, lead 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

UniTask Travel Request Workflow – Group Domestic (10 or more travellers)

Finalise Travel Request in

UniTask after travel is

completed



If necessary, the Travel Requester

can update details of the UniTask

Travel Request when finalising. Refer

to UQ Travel <u>Resources</u> – Travel Approval