

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.

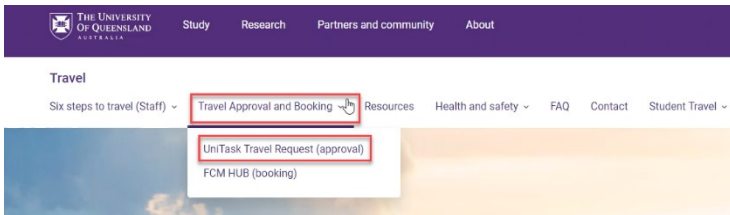
Submit

Save data and return later

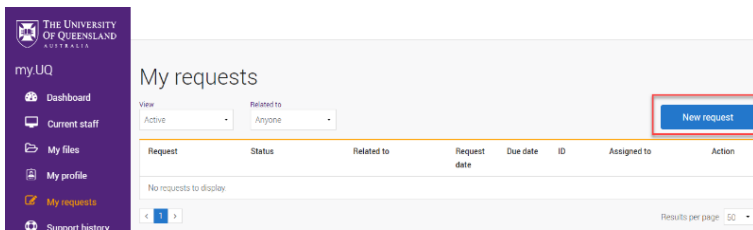
You can only fill out one form at a time. The saved form will not display in your My Requests dashboard until the form is submitted (See Accessing UniTask Travel Request section for accessing a *saved* travel request).

1. Accessing UniTask Travel Request

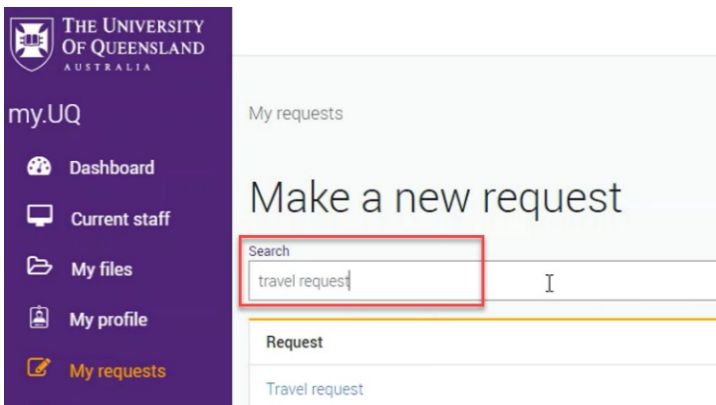
→ From the [UQ Travel website](#) (travel.uq.edu.au) select *Travel Approval and Booking / UniTask Travel Request (approval)*



→ Select *New request*



→ Search and select *Travel request*



→ If you **do not** have a *saved* travel request, continue to step **2. Request details**.

→ 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 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

2. Request details

→ Select the relevant options

Type of travel (required)

Domestic

International

Is this a group booking for 10 or more people with the same itinerary?

Yes

No

Are you the person travelling? (required)

Yes

No

3. Approval

→ Search for your relevant travel approver by name. **Refer to your local area for guidance if you are unsure.**

Search for your relevant approver (required)

Select an approver

4. Lead traveller details

→ If *Are you the lead traveller?* = NO (see Request details section)

→ Select traveller type: *UQ Staff / Non UQ person*

Select an option

UQ staff

Non UQ person

→ If traveller is UQ staff, select *Search User*

UQ staff

Search User

→ Search for UQ staff member (not all fields required)

→ Select traveller

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User name	First name	Last name	Email	Job title	Default org unit
<input type="text"/>	jodi	walton	<input type="text"/>	<input type="text"/>	<input type="text"/>

User name	First name	Last name	Email	Job title	Default org unit
ujjwalt3	Jodi	Walton	staging.unitask@uq.edu.au	University Travel Risk Manager	Enterprise Risk Services

→ School/Institute/Business Unit will auto-populate if staff hold only one position.

If traveller holds **multiple positions**, select position associated with the travel from the drop down

Select an option

Enterprise Risk Services (University Travel Risk M...

→ If lead traveller is a non UQ person, complete the traveller's details

Traveller first name: (required)

Traveller last name: (required)

5. Group details

→ Complete group details, total number of people will populate

Name your group: (required)

Traveller breakdown

No. of UQ Staff (required)	No. of UQ Students (required)	No. of Non-UQ (required)
<input type="text" value="2"/>	<input type="text" value="12"/>	<input type="text" value="0"/>
Total number of people travelling		<input type="text" value="14"/>

→ 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.**

Attach your list of travellers:

6. Trip details

→ Select **Primary reason for travel** (meaning the main reason) from the drop down. Only one (1) primary reason can be selected.

Primary reason for travel: (required)

Will field work be undertaken during the travel?: (required) Yes No

PRIMARY travel destination (country): (required)

Selected PRIMARY travel destination (country): (required)

Select an option

- Academic collaboration
- Adding location to approved trip
- Attend meeting/event
- Attend conference/seminar
- Fieldwork/trip
- Professional development
- Research
- Site visit/inspection
- Teaching
- University duties

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

Primary reason for travel: (required)

Existing Trip ID: (required)

Adding 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.

→ If *Will field work be undertaken during the travel?* = YES
→ UQ Safe Field Trip Reference ID must be entered

Will field work be undertaken during the travel?: (required) Yes No

UQ Safe Field Trip Reference ID: (required)

→ **Primary travel destination** (meaning the main **country**), search by entering the name of the country and select from the drop down

PRIMARY travel destination (country): (required)

Selected PRIMARY travel destination (country): (required)

→ Complete the following, noting all UQ business activities

Provide a summary of trip : (required)

Explain how the requested travel aligns to UQ objectives and strategic priorities and why the requested travel is the only viable way to achieve the business/academic objective: (required)

→ Select **Trip type**

Return
 One-way
 Multi-city


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

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

Departure (city/town) (required)

Arrival (city/town) (required)

→ Search [DFAT Smartraveller](#) website for travel advice level of all arrival destinations
→ 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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Arrival location DFAT Smartraveller travel advice level (required)

Select an option

- Do not travel
- Reconsider your need to travel
- Exercise high degree of caution
- Exercise normal safety precautions
- No advice issued
- N/A - Australia

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

Departure (city/town) (required): Brisbane City, Queensland, Australia

Arrival (city/town) (required): London, England, United Kingdom

Arrival location DFAT Smartraveller travel advice level (required): Exercise normal safety precautions

Date (required): 08/10/2022

Departure (city/town) (required): London, England, United Kingdom

Arrival (city/town) (required): Brisbane City, Queensland, Australia

Arrival location DFAT Smartraveller travel advice level (required): N/A - Australia

Date (required): 15/10/2022

Total number of nights away: 7

➔ Complete date fields, this is the departure date from the departure (city/town), total number of nights will calculate

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

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)

Activity (required)	Location (required)	Start Date (required)	End Date (required)
Travel from normal place of work to	Brisbane City, Queensland, Australia	08/10/2023	09/10/2023
Attend conference/seminar	London, England, United Kingdom	10/10/2023	13/10/2023
Travel from business location to no	London, England, United Kingdom	14/10/2023	18/10/2023

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 can't the business objective be achieved 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 risk as well as reputational/strategic risks to UQ.

What passport will you travel on? Detail and 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

Expense Type (required)

Select an option

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

If **Airfare Premium Economy or Business Class** is selected, additional justification is required as per [UQ Travel Policy Clause \(22\)](#).

➔ Enter the estimated expense amount/s in AUD

Expense Type (required)	\$ amount (required)
Airfare (Economy)	21000
Accommodation	14200

Travel allowance can be entered in as 'other' expense type, write travel allowance and enter AUD amount. To be paid a Travel allowance, you must submit a Travel allowance expense claim in [ExpenseMe Pro](#).

Expense Type (required): Other

Other (required): Travel allowance

\$ amount (required): 500

➔ Select how the travel will be funded from drop down

How will travel be funded (required)

Select an option

- UQ funded
- Externally funded
- Both UQ and externally funded

If relevant, outline any other financial implications of the travel:

➔ If **UQ funded**, provide Chart String/s and \$ allocation/s

Chart String (required)	\$ allocation (required)
8431109-01-126-41	32500

Add additional chart string

Total UQ costing: 32500

Total UQ costing must equal total Estimated expenses

Contact your [Finance Advisory team](#) for Chart String information

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

Is there any personal contribution? (required)

Yes (selected)

\$ amount (required): 500

Is there any external contribution? (required)

Yes (selected)

Chart String (if applicable): 8431109-01-126-41

\$ amount (required): 1000

Name of external organisation (required): ABC Research Institute

Total external contribution: 1500

Total external contribution must equal total Estimated expenses

Provide chart string information if UQ are seeking reimbursement from the external organisation

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- ➔ Select if booking with FCM Travel Solutions, if Yes, select to send approved Travel Request to FCM

Will the travel booking be made with FCM Travel Solutions? (required)

Yes
 No

Send approved Travel Request to FCM? (required)

Yes
 No

Justification required for booking outside of FCM

Send **approved** Travel Request to FCM is a notification only, FCM take no action until contacted by traveller/booker to obtain a quote/ booking. If No is selected, the requester can send the Travel Request to FCM later via UniTask.

10. Supporting documents

- ➔ Attach documents to support your travel request

Requirements may vary across local areas

11. Traveller declaration and Submit

⚠ Declaration will only appear if requester is the lead traveller

Requester is lead traveller

- ➔ Read and confirm declaration, *Submit*
- ➔ Travel request notification email sent to lead traveller and supervisor (NO action required by supervisor)
- ➔ Travel request approval required email sent to **Travel Approver**
- ➔ Request will appear in lead traveller's my.UQ dashboard - My requests

Requester is not lead traveller

- ➔ Requester *Submit*
- ➔ Travel request notification email sent to requester and lead traveller's supervisor (NO action required by supervisor)
- ➔ Lead traveller receives request to read and confirm traveller declaration and *Submit*
- ➔ Travel request approval required email sent to **Travel Approver**
- ➔ Request will appear in requester's and lead traveller's my.UQ dashboard - My requests

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 after travel is completed. 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

Request	Status	Related to	Request date	Due date	ID	Assigned to	Action
Travel request	Awaiting finalisation	Me	20 Oct 2022	29 Oct 2022	642055	Me	Update

- ➔ 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 [Finalise request](#)
- ➔ Travel Request is now Finalised
- ➔ Finalised Travel requests will appear in the Completed

My requests

View: [Active](#) [Completed](#) | Related to: [Anyone](#) | [New request](#)

Request	Status	Related to	Request date	Due date	ID	Assigned to	Action
Travel request	Finalised	Me	20 Oct 2022	21 Oct 2022	642055		View

Additional steps (if required after submission):

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

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Request	Status	Related to	Request date	Due date	ID	Assigned to	Action
Travel request	Awaiting finalisation	Katrina Green	30 Aug 2022	04 Sep 2022	639002	Me	Update

- ➔ 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 View
- ➔ Under the Audit tab, select Send to FCM

- ➔ The approved Travel request is now emailed to FCM

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

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