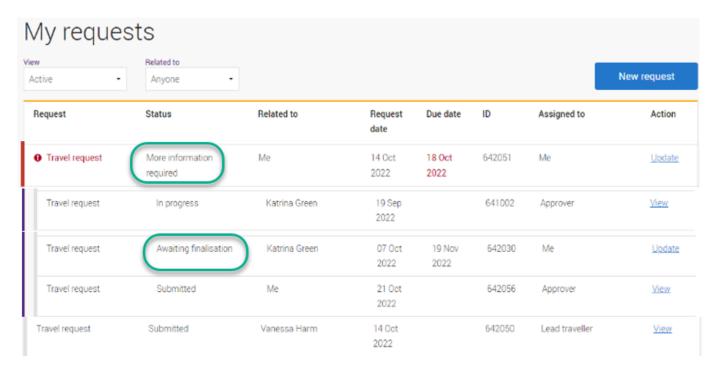


Prior to making Changes to a UniTask Travel Request, Requesters must:

- → Review the six steps to travel and comply with UQ Travel Policy and Dual Purpose Travel (DPT) Procedure
- → Discuss any changes with the Travellers supervisor; and
- → If required attach documention to support any changes to the UniTask Travel Request

Access a UniTask Travel Request

→ Submitted UniTask Travel Requests will appear in the Requesters/Traveller (UQ staff) UniTask My Request dashboard



Changing a UniTask Travel Request

Changes can only be made to Travel Requests with the Status: Awaiting Finalisation or More information required.

→ Changes can be made to all sections noted below highlighted Green

Changes to Awaiting Finalisation

Travel requests Awaiting finalisation status, have been approved

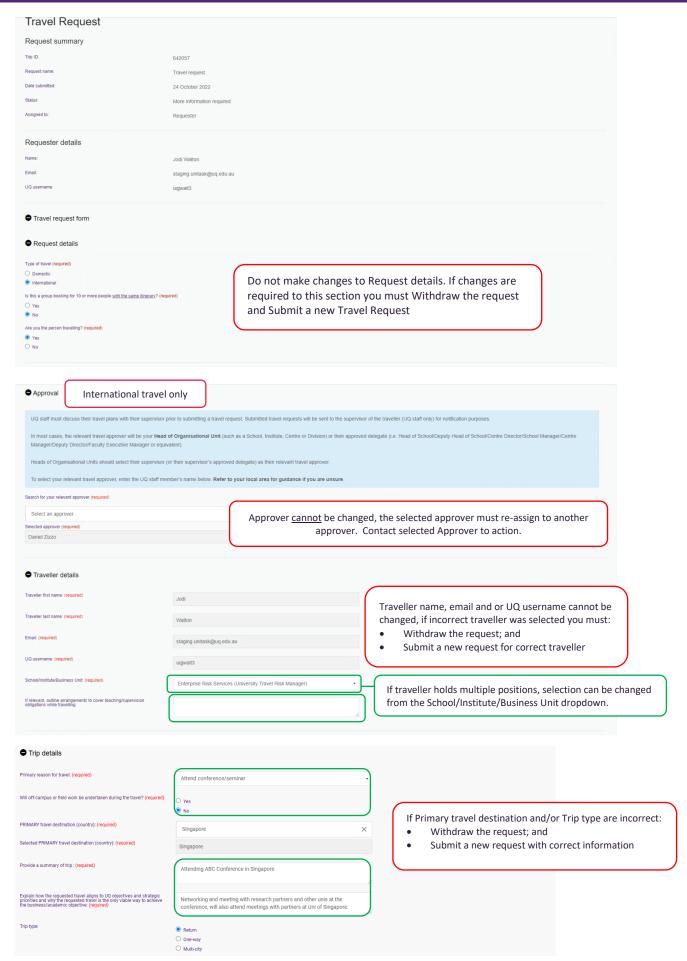
- When changes have been made select Finalise request at the bottom of the form
- Travellers supervisor and or approver will <u>not</u> receive a notification email of changes made
- → Once changes made and form Submitted the Travel request is Finalised, no further changes can be made
- + The Travel request can be viewed in the Completed task view (refer to <u>User Guide: Understanding My requests dashboard</u>)

Changes to More information required

More information required Travel request are **not approved**

- → When changes have been made select at the bottom of the form
- → Travellers approver <u>will</u> receive a notification email of changes
- → Once changes made and form Submitted the Travel request is sent back to the Approver for action
- + The Travel request can be viewed in the Active task view (refer to <u>User Guide: Understanding My requests dashboard</u>)
- → If approved the Travel request will need to be Finalised

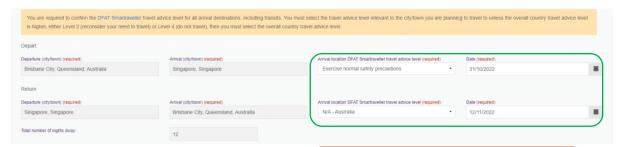






Departure and/or Arrival city/town cannot be changed. If you are:

- Adding another location, submit a new Travel Request for the <u>new location</u> only, noting the *Primary reason for travel Adding location to approved trip*
- Changing the Departure and/or Arrival city/town, Withdraw the request and Submit a new request with correct information



If DFAT advice level increases and requires High Risk approval please contact UQ Travel prior to Finalising.



If Private days changes from No to Yes, Dual Purpose section will need to be completed (Travel diary will be removed).

