User Guide: UniTask Travel Request

(domestic and international travel)

THE UNIVERSITY OF QUEENSLAND AUSTRALIA | CREATE CHANGE

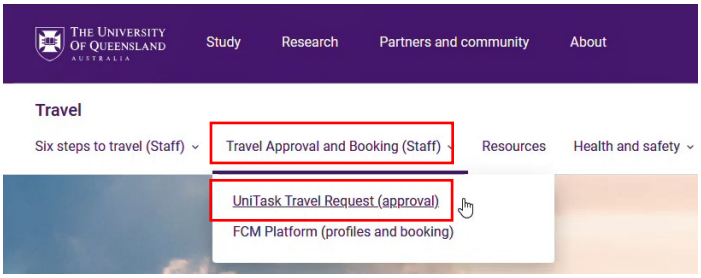
Contents of this User Guide (page links):

Prior to submitting a travel request: Requester must review the six steps to travel and comply with UQ Travel Policy and Dual Purpose Travel (DPT) Procedure

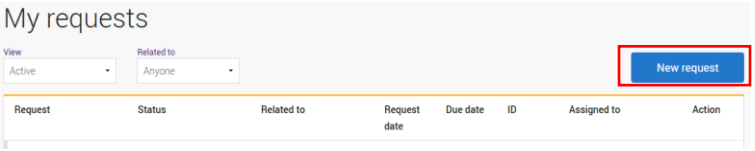
Google Chrome is the recommended browser for UniTask

Accessing a travel request

✈ From the UQ Travel website (travel.uq.edu.au) select *Travel Approval and Booking (staff) - UniTask Travel Request (approval)*



✈ On the **My requests** screen, select New request



Prior to submitting a request, you can save data entered in the form and return later to complete and submit.

⚠ You can only fill out one form at a time. A saved form will not display in your My Requests dashboard until the form is submitted.

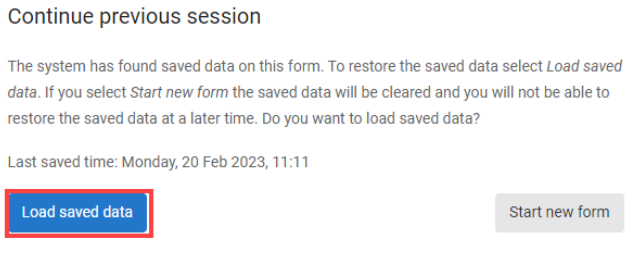
If you have no saved data:

✈ Select *Travel request* from the **Request** menu and complete the travel request process.

If you have a previously saved travel request (saved data):

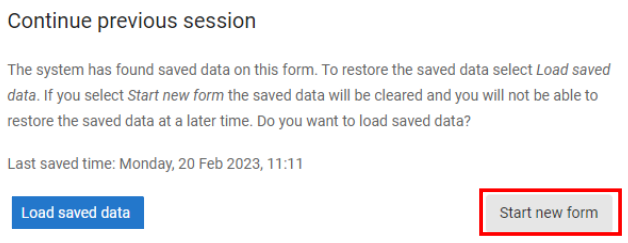
✈ To complete and submit a saved travel request (saved data), select *Load saved data* and complete the travel request process.

⚠ You cannot submit a new travel request and retain saved data, if you select Start new form, the previously saved data will be lost.



✈ To begin a new travel request, select *Start new form* and complete the travel request process..

⚠ By beginning a new travel request, the previously saved data will be lost.



Travel request process

1. Request details & Traveller details

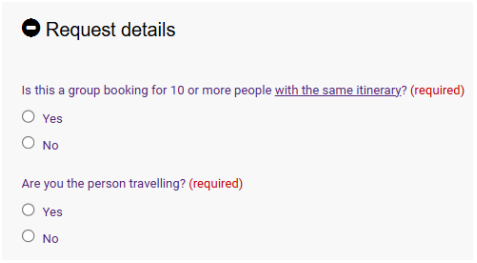
✈ Select *Is this a group booking for 10 or more people with the same itinerary?*

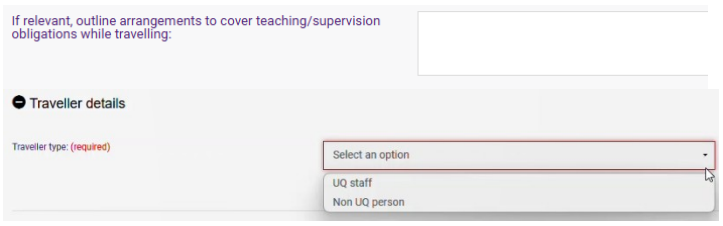
If **Yes**, refer to Group travel request.

✈ Select *Are you the person travelling?:*
If **Yes** - (Traveller details will auto-populate)

✈ Complete remaining information.
Progress to **2. Trip details**.

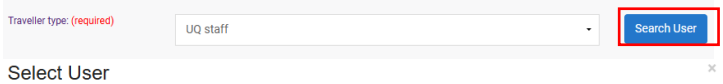
If **No** - Select traveller type: *UQ Staff* or *Non UQ person.*



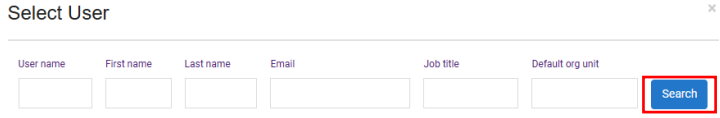


If UQ staff:

a. Select *Search User*.



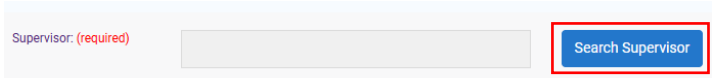
b. Enter staff details (not all fields required) and *Search.* Select relevant traveller, details will populate.



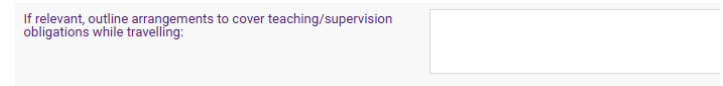
If School/Institute/Business Unit does not auto-populate, select from the drop down menu.

If traveller holds **multiple positions**, select position associated with the travel.

If prompted, search and select the traveller's Supervisor.

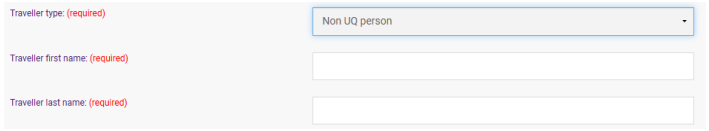


✈ Complete remaining information for staff traveller.



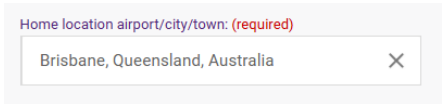
***If Non UQ person*:**

a. Enter traveller name.



2. Trip details

⚠ You must enter the *Home location airport/city/town* for the Travel Activities table to be displayed.



If UQ staff:

✈ Search and select *Home location airport/city/town* (the most logical departure / arrival point to the UQ traveller's normal place of work. This **cannot** be travel to/or from a solely private location).

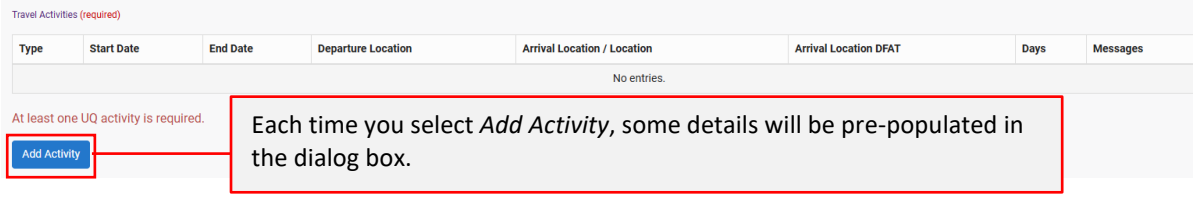
***If Non UQ person*:**

✈ Search and select the non-UQ traveller's *Home location airport/city/town* (ie. the Non UQ persons departure location)

The UQ Travel Policy and Dual Purpose Travel (DPT) Procedure does not apply to Non UQ persons who are not travelling as a representative of UQ.

Travel Activities table is displayed.

✈ Select *Add Activity* to begin completing the **Travel Activities**.



Each time you select *Add Activity*, some details will be pre-populated in the dialog box.

Alert/Errors messages are responsive to the data being entered in the table and do not necessarily indicate that the information you are entering is incorrect/non-compliant. Adding subsequent Activity entries may remove the Alert/Error.
If **a red error message remains after completing the Travel Activities** table (red Alert/Errors message or red text error), either:

- the travel does not comply with the UQ Travel Policy and/or Dual Purpose Travel (DPT) Procedure; OR
- the table has been completed incorrectly.

The form will not submit until the Travel Activities table is amended to remove error messages. (refer to Alerts / Errors)

If activity Type is Travel:

a. Check/select *Start Date* and *End Date* for this travel segment.

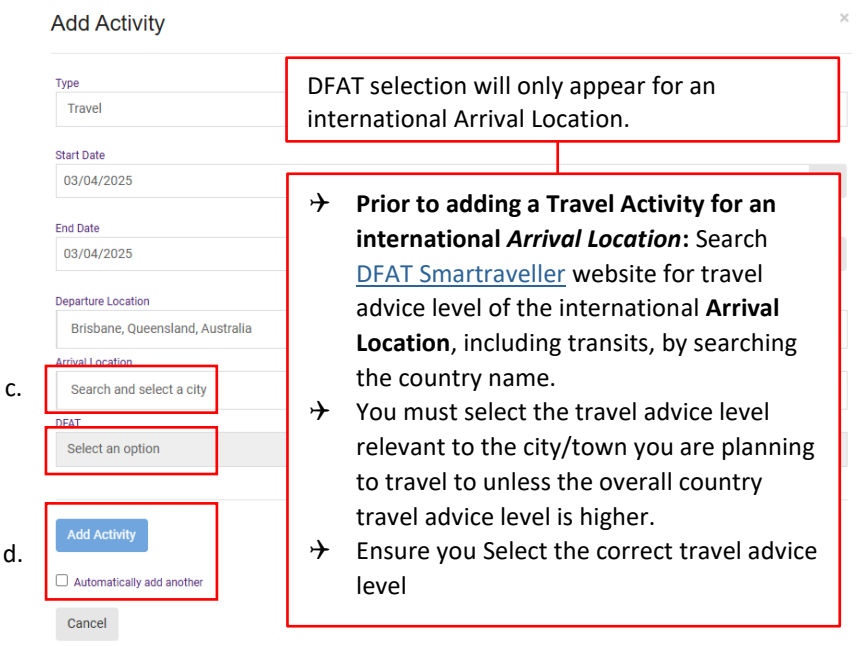
b. *Departure Location* (pre-populated)

c. Select *Arrival Location* – type the city/town and select from drop down menu. If international location, select *relevant DFAT option.*

Additional high risk approval is required for DFAT levels *Do not travel, Reconsider your need to travel* and *No advice issued.*
Refer to **High Risk Destination** section.

d. Select *Add Activity* to enter details and return to the travel request form; OR

Tick *Automatically add another* to enter details and open new Add Activity box.



DFAT selection will only appear for an international Arrival Location.

- ✈ **Prior to adding a Travel Activity for an international *Arrival Location*:** Search DFAT Smartraveller website for travel advice level of the international **Arrival Location**, including transits, by searching the country name.
- ✈ You must select the travel advice level relevant to the city/town you are planning to travel to unless the overall country travel advice level is higher.
- ✈ Ensure you Select the correct travel advice level

See Glossary of terms for some *Activity* definitions.

If activity Type is other than Travel:

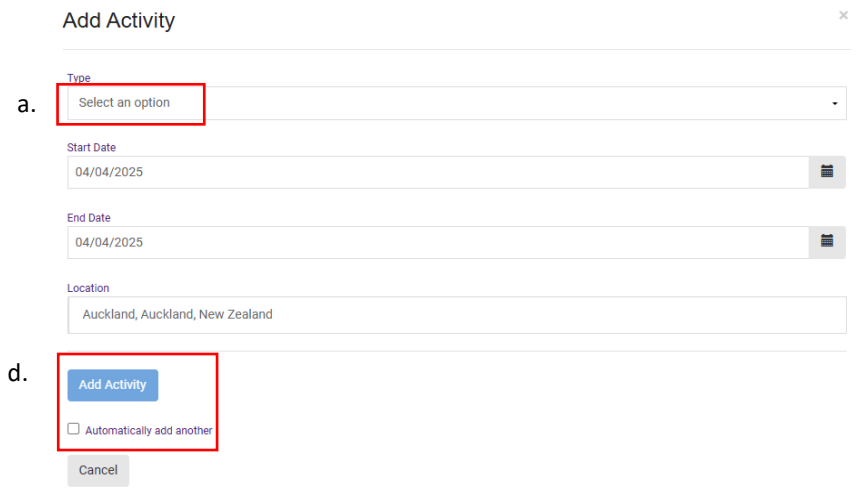
a. Select activity *Type* from drop down options.

b. Check/select *Start Date* and *End Date* for the activity.

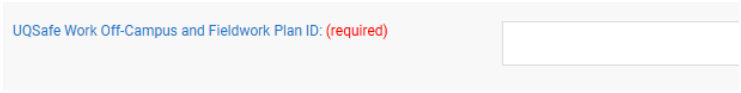
c. *Location* (pre-populated)

d. Select *Add Activity* to enter details and return to the travel request form; OR

Tick *Automatically add another* to enter details and open new Add Activity box.



If the *Activity* selected is *Fieldwork/trip*, a *UQ Safe Field Trip Reference ID* must be entered



✈ Complete additional details (Add Activity) for the entire *UQ travel* journey, including **all** travel, UQ business activities and

dual purpose travel (**do not** include any personal holiday travel location(s). Refer to Dual Purpose Travel (DPT) Procedure and FAQs if unsure about dual purpose travel).

⚠ Ensure every part of the *UQ travel* journey is included, there must be no date period without a relevant activity.

All added Travel Activities will display chronologically.
You can update or remove any entered activity row.

✈ Complete remaining section(s), 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)

Required if international travel

High Risk Destination (if required)

✈ 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 the benefits travel will provide to UQ or opportunity cost if travel is not undertaken.

a. Provide justification

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.

b. Identify risks and provide adequate information on how these risks will be managed/mitigated. Risks may relate to (but are not limited to) transportation, accommodation, meeting/activity locations, general safety, health.

What passport will you travel on? Detail any additional information regarding visas, entry/exit requirements for all destination/s.

c. Provide details

✈ Attach any supporting documentation that helps justify the trip in the **Supporting documents** section (after the Budget section).

Examples of supporting documentation: ISOS Pre-Trip Risk Assessment, Host Organisation Invitation, Emergency Plan document etc.

3. Approval

If domestic location(s) only:

Approval is NOT required for domestic travel.

UQ staff must discuss their travel plans with their supervisor prior to submitting a travel request.

If request includes international location(s):

✈ Search for your relevant travel approver by name and confirm from the drop down options.

Refer to your local area for guidance if you are unsure.

UQ staff must discuss their travel plans with their supervisor prior to submitting a travel request.

Search for your relevant approver (required)

Select an approver

4. Budget

Include **all** expenses related to the journey, regardless of the funding source.

✈ Select *Add Expense* to begin completing **Expenses.**

Estimated expenses

Expenses

Expense Type	Amount
No entries.	

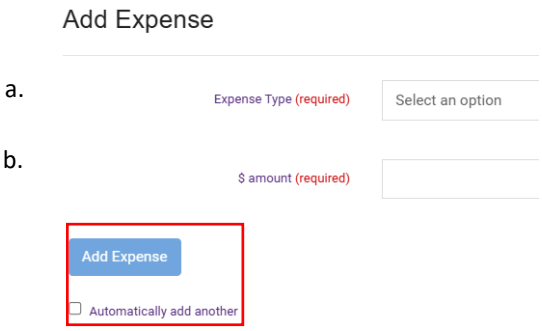
Add Expense

a. Select *Expense Type option from* the drop down menu.

b. Enter estimated $ amount in AUD.

c. Select *Add Expense* to enter details and return to the travel request form: OR

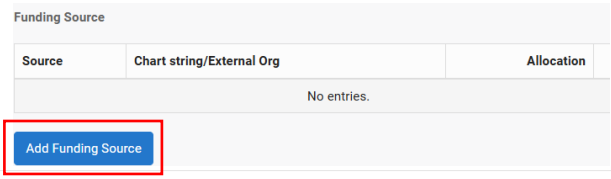
Tick *Automatically add another* to enter details and open new *Add Expense* box.



For travel to international Location(s), if ***Airfare Premium Economy*** *or* ***Business Class*** is selected, additional justification is required as per UQ Travel Policy Clause (22).

Travel allowance can be entered in as Expense Type: '*other*'. Write 'travel allowance' in the Description. To receive your travel allowance, you must submit a Travel Allowance Expense Claim in ExpenseMe Pro.

✈ Select *Add Funding Source* to begin completing **Funding Source** (multiple Funding Sources can be included)



If UQ funded:

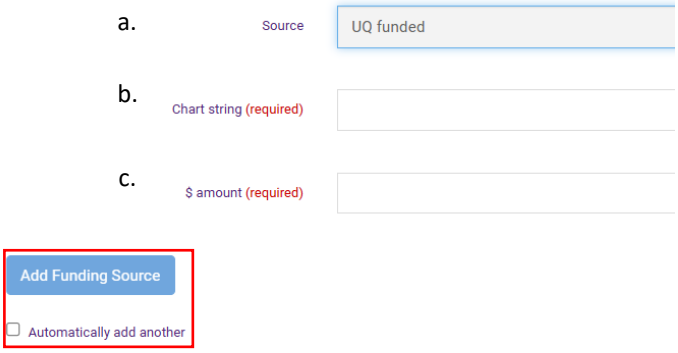
a. Select *UQ Funded* from the Source drop down menu.

b. Provide Chart String.

c. Enter estimated $ amount in AUD.

d. Select *Add Funding Source* to enter details and return to the travel request form; OR

Tick *Automatically add another* to enter details and open a new Add Funding Source box.



Contact your Finance Advisory team for Chart String information

If Externally funded:

a. Select *Externally funded* from the Source drop down

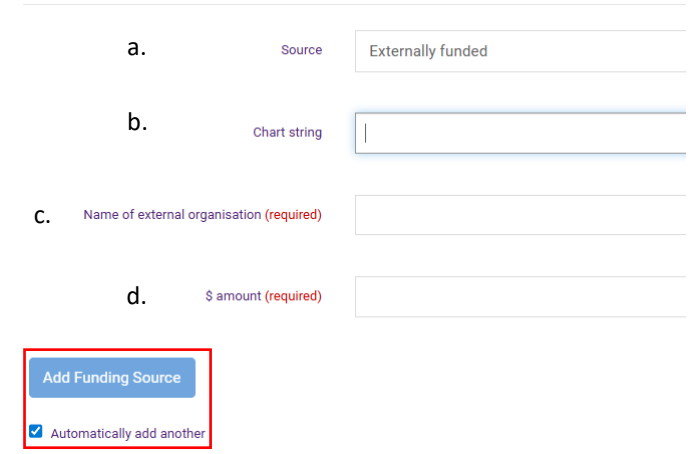
b. Provide Chart String (if external funding is being provided to a UQ Chart String)

c. Provide name of external organisation.

d. Enter $ amount in AUD (if unknown, enter an estimate).

e. Select *Add Funding Source* to enter details and return to the travel request form; OR

Tick *Automatically add another* to enter details and open a new Add Funding Source box.



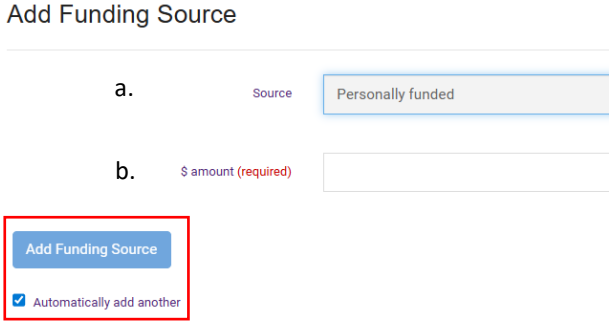
If Personally funded:

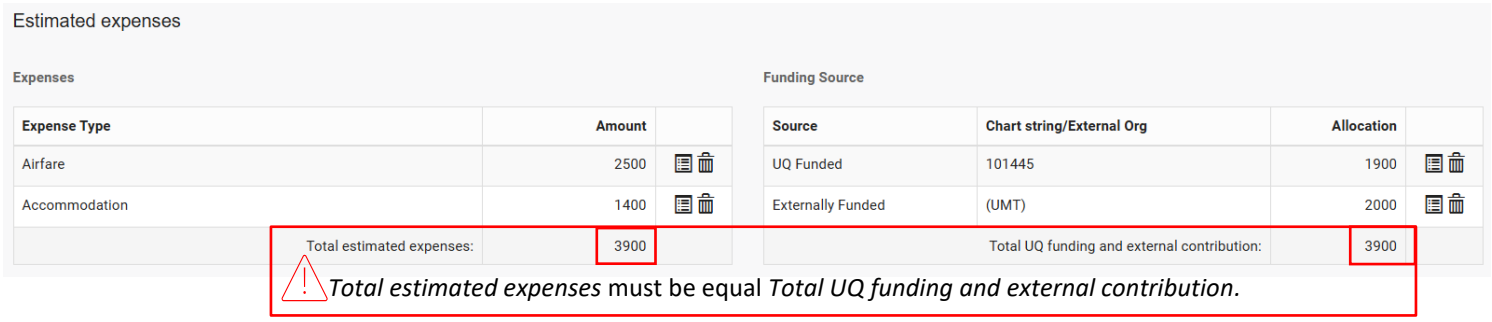
a. Select Personally funded from the Source drop down menu.

b. Enter estimated $ amount in AUD.

c. Select *Add Funding Source* to enter details and return to the travel request form; OR

Tick *Automatically add another* to enter details and open a new Add Funding Source box.




Estimated expenses

Expenses

Expense Type	Amount	
Airfare	2500	
Accommodation	1400	
Total estimated expenses:	3900	

Funding Source

Source	Chart string/External Org	Allocation	
UQ Funded	101445	1900	
Externally Funded	(UMT)	2000	
Total UQ funding and external contribution:		3900	

⚠ *Total estimated expenses* must be equal *Total UQ funding and external contribution.*

- Complete *Will the travel booking be made with FCM Travel Solutions?*
- If **No**: complete the justification.
- If **Yes**: a copy of the travel request (when approved) will be forwarded to FCM.

Justification is required for booking outside of FCM

⚠ If **Yes**, the copy of the travel request to FCM is a **notification only**, FCM take no action until contacted by traveller/booker to obtain a quote/booking. Travel must be approved before making any booking.

5. Supporting documents

- Attach documents to support your travel request

Requirements may vary across local areas.

6. Traveller declaration and submit

Below examples do not reflect the workflow if the requester makes changes to the request

If Requester is traveller:

- Read and confirm Traveller declaration.
- *Submit*
  - Travel request notification email sent to requester (traveller) and supervisor (NO action required by supervisor).
  - Travel request approval:
    - If international Location(s): approval request email sent to **Travel Approver** (additional High Risk Destination approval may also apply). Upon approval, Approved email sent to requester (traveller).
    - If domestic Location(s) only: auto approved by UniTask. Approved email sent to requester (traveller).
  - Request will appear in requester (traveller's) my.UQ dashboard – My requests.

Traveller declaration will only appear if the Requester is the traveller.

If Requester on behalf of UQ staff:

- Requester *Submit*
  - Travel request notification email sent to requester and traveller's supervisor (NO action required by supervisor).
  - Traveller receives email request to read and confirm traveller declaration and *Submit.*
  - Travel request approval:
    - If international Location(s): approval email sent to **Travel Approver** (additional High Risk Destination approval may apply). Upon approval, Approved email sent to requester and traveller.
    - If domestic Location(s) only: auto approved by UniTask. Approved email sent to requester and traveller.
  - Request will appear in requester's and traveller's my.UQ dashboard - My requests.

If Requester on behalf of Non-UQ person:

- Requester *Submit*
  - Travel request notification email sent to requester.
  - Travel request approval:
    - If international Location(s): approval email sent to **Travel Approver** (additional High Risk Destination approval may apply). Upon approval, Approved email sent to requester.
    - If domestic Location(s) only: auto approved by UniTask. Approved email sent to requester.
  - Request will appear in requester's my.UQ dashboard - My requests.

Traveller declaration does not apply to Non-UQ travellers.

Travel request submission is now complete (domestic travel is auto approved, international travel to be approved by the selected travel approver).
Finalisation of the travel request is required 5 days after the end date of travel (if travel is not undertaken, travel request should be withdrawn).

7. Book travel

✈ Refer to the UQ Travel Six steps to travel.
Travel request must be **approved** before traveller/travel booker can proceed with bookings.

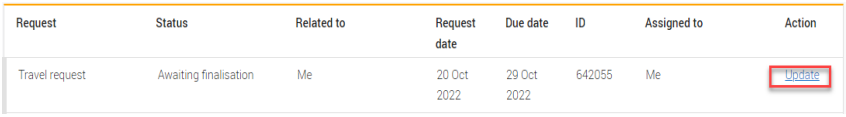
⚠ An approved travel request may be modified and resubmitted; however, certain changes related to international travel will necessitate re-approval by the nominated travel approver.
If re-approval is required, the revised itinerary **must not** be booked until the resubmitted travel request is approved.

8. Finalise request

Travel requests must be finalised by the Requester. Requests cannot be finalised until **5 days after the final *End Date*** in the Travel Activities table.
If travel is not taking place, the request must be Withdrawn NOT finalised.

✈ Check all information in the form is accurate prior to finalising.

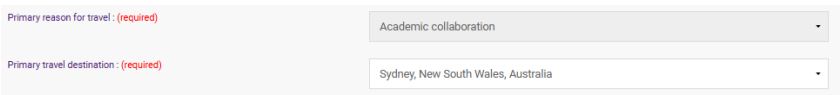
a. From My requests dashboard, find the Travel request ID with *Awaiting finalisation* Status.
b. Select Update from the Action column.



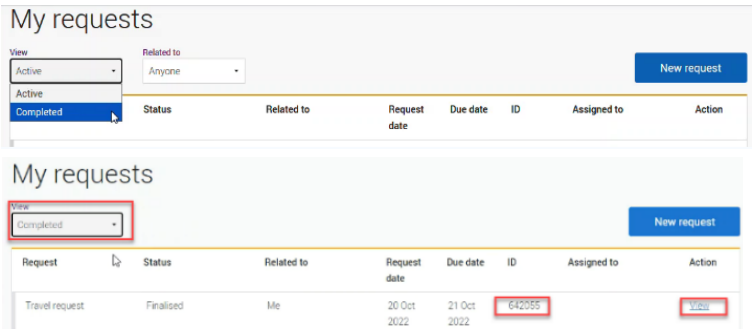
c. If needed, update any relevant information in the form.

⚠ Certain changes – those which would require re-approval before finalisation - will trigger a notification email to the traveller, supervisor (and travel approver if the request includes an international location)

d. Check the pre-populated details for *Primary reason for travel* & *Primary travel destination* are accurate. Amend from the drop down menu if required Finalise request



e. Travel request is now Finalised.
Finalised Travel requests will appear in the Completed view.



Additional steps (if required after approval)

MAKE CHANGES to details in a Travel Request which is not finalised: Refer to Updating an approved travel request.

RESEND Travel Request to FCM:

Approved Travel requests can be resent to FCM when Status = Awaiting Finalisation.

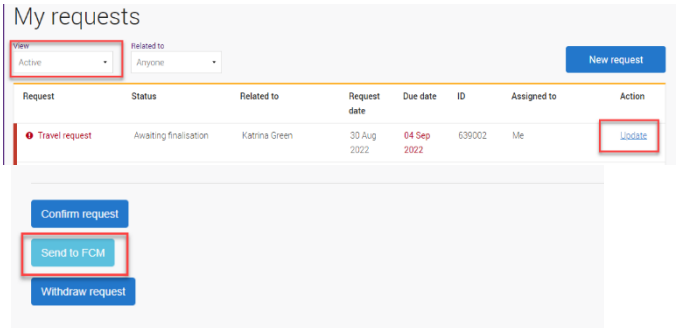
⚠ FCM take no action until contacted by traveller/booker.

If status is Awaiting Finalisation:

Travel requests Awaiting Finalisation will appear in the Requesters UniTask My request dashboard under View Active

- ✈ Find the travel request, select Update.
- ✈ Under the Audit tab, select Send to FCM

The approved travel request is now emailed to FCM.



WITHDRAW Travel Request

A Travel request can only be Withdrawn by the Requester if the Status is:

- Awaiting finalisation; or
- More information required

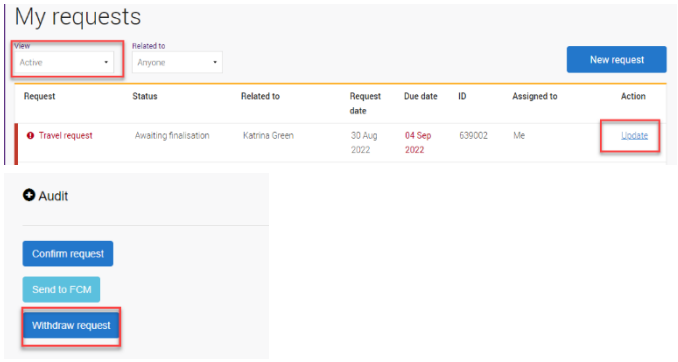
Travel requests will appear in the Requesters UniTask My request dashboard under View: Active.

A travel request must be withdrawn if:

- ✈ The approved travel is no longer taking place;
- ✈ The requested changes cannot be incorporated into the approved travel request (e.g. *Request details*, *Traveller details*); or
- ✈ A duplicate request for the same journey has been submitted and approved.

- ✈ Find the Travel request to withdraw, select Update.
- ✈ Under the Audit tab, select Withdraw request and add comment.

The Travel request is now withdrawn.
Withdrawn Travel requests will appear in the Unitask My request dashboard under View Completed.



Glossary of terms:
The below list is a quick reference guide. For detailed information, please refer to UQ Travel Policy & Dual Purpose Travel (DPT) Procedure.

Term	Definition	UQ Tavel Policy – relevant clauses
UQ Travel	An approved journey that includes either a flight or overnight accommodation away from a UQ traveller's normal place of work, regardless of the funding source, for the purpose of UQ business.	(2) & (3)
UQ Traveller	Person undertaking *UQ Travel*. (refer to UQ Travel Policy to confirm who is not considered a UQ traveller)	(4)
Activity/term	**Definition**	**Dual Purpose Travel (DPT) Procedure – relevant clauses**
Business day	'Business days' whilst on UQ travel are defined as a day on which official UQ business is undertaken for a period exceeding four hours of the day, not including meals or rest breaks. Examples of official UQ business activities include but are not limited to: a. a day on which a UQ traveller travels between business locations; b. preparing for and/or attending a business-related conference, workshop, forum or similar; c. preparing for and/or presenting at a business-related conference, workshop, forum or similar; d. undertaking approved research; and e. attending business meetings; Business days also include: a. a day on which a UQ traveller travels to or from their normal place of work to a business location; b. a recovery day (refer definition) c. a business weekend (refer definition) d. a public holiday recognised in the business location (refer definition)	(19) & (20)
Business location	In accordance with the ruling received from the Australian Taxation Office (ATO), a business location is defined as the city/town/village where the authorised UQ business is currently being undertaken. It is not the state/country/continent the traveller is in.	(12)
Business weekend	A Business Weekend – the Saturday/Sunday in the business location where the UQ traveller undertakes official UQ business activities on the preceding Friday and the following Monday. UQ will fund the distinct travel related costs (accommodation, meals, incidentals) on the Saturday and Sunday at the business location. **NOTE**: If the UQ traveller is not conducting official UQ business on either the preceding Friday or following Monday, these weekends are personal weekends, therefore Saturday and Sunday are considered private days. UQ will not cover the costs associated with personal weekends and they will need to be funded by the UQ traveller personally.	(20)
Private day	'Private days' whilst on UQ travel is defined as any day that is not a business day (refer to business day definition). Examples of private days include: a. days of booked recreation leave, long service leave, days of time-off-in-lieu or flexi-days; b. personal weekends; c. public holidays (in the business location) where the preceding day and the following day are not business days; *(continued over)*	(21) to (24)

Private day *(continued)*	d. workdays gifted to UQ staff (e.g. UQ shut-down periods in Australia) if not worked in the business location; e. the non-workdays of part-time, casual, and sessional staff; or f. sabbatical days not spent undertaking official study/work.	
Public holiday recognised in business location	A public holiday recognised in the business location, where the UQ traveller undertakes official UQ business activities on the preceding day and the following day. NOTE: a public holiday recognised at the UQ traveller's home base (e.g. Brisbane) but not recognised in the business location does not meet the definition of a business day. NOTE: When a public holiday falls on a Monday and/or Friday, and is adjacent to a weekend, it may be treated as a business day (along with the weekend) provided that the UQ traveller is undertaking an official UQ business activity on the day immediately before and the day immediately after the weekend and public holiday period.	(20)
Recovery day	The day following the UQ traveller's arrival in a business location, provided the UQ traveller was required to complete a flight of seven or more continuous hours to arrive at that business location. Based on the activities undertaken, UQ travellers and their Supervisor should consider, and agree on, whether a recovery day is suitable or not to address fatigue management. A recovery day would not normally apply: I. if the day after the recovery day is not being used to conduct official UQ business; II. if it is being taken at a different location enroute to the business location; III. if the UQ traveller was approved to fly Business Class; or IV. for the return of a UQ traveller to their home base.	(20)
Transit Location	This is different to an unavoidable stopover. Transit is a gap between the next available connecting flight, with the UQ traveller remaining at the airport.	(14) to (17)
Unavoidable Stopover	It is reasonable for a UQ traveller to spend an evening in a location if they have an unavoidable stopover in that location, enroute to their business location. This is on the basis that they take the first available connecting flight or ground transport, and the most logical and economical route on to the business location . The UQ traveller cannot add private days to this stopover location as it is not considered a business location.	(13)

Alert / Errors

TRIP DETAILS SECTION

- Error message appears in red shading in the Alert/Errors column and/or as red text below the Travel Activities table.
- Alert appears in blue shading in the Alert/Error column.

An Alert/Error message **may appear while completing the Travel Activities table**, it may disappear as you continue entering Activities. Multiple Alert/Error messages may appear for one Activity.

If all Activities have been entered and a red shaded Alert/Error or red text error remains, either:

- the travel does not comply with the UQ Travel Policy / Dual Purpose Travel (DPT) Procedure; OR
- missing or incorrect information was entered – e.g. missing/incorrect dates, missing activity

All red Alert/Error and red text errors must be resolved before the form can be submitted.

Refer to Travel Activities table examples for examples.

	Travel Activities table	
Alert/Error message	**Explanation**	**Action/Comment**
3 day travel duration – please load each travel segment including any transit/unavoidable stopover Location(s).	A single travel Activity has been entered spanning 3 days	• Correct dates: OR • If travel includes a transit location or unavoidable stopover, each travel segment should be entered in the travel request. (refer glossary - Transit Location, Unavoidable Stopover)
Activity can not be added after you return to your *home location*.	Activity undertaken in the *Home location airport/city/town* is not considered *UQ travel.*	• Remove activity
Activity starts before previous entry ends.	Start Date & End Date for Activity(ies) do not align	• Check and amend entered dates for Activity(ies)
Business weekend must take place on a Saturday and/or Sunday	Activity - *Business weekend* has been selected for a date which is a weekday (Mon – Friday).	• Correct dates; OR • Correct the Activity for the weekday
Business weekend only permitted in the business location where you are currently undertaking UQ business on the preceding Friday and following Monday.	Activity – *Business weekend* has been entered with a non UQ business location	Overnight stay in a non UQ business location is not permitted. • Remove Location; OR • Add relevant UQ business activity
Departure location does not match expected location (XXXX)	*Travel* entered is not departing from the current *Arrival Location*	• Amend Location; OR • Add missing itinerary details
Please edit and provide DFAT information	DFAT rating has not been included for the *Arrival Location*	• Check and select relevant DFAT rating
Private dates are only permitted in a location where you are currently undertaking UQ business. Expected location is XXXX	*Private day* has been entered for a Location which is not the current UQ business location.	• Add the relevant UQ business activity for the current *Private day Arrival Location*; OR • Remove the Private day(s)
Private days are only permitted in a location where you are currently undertaking UQ business.	*Private day* has been entered for a Location that has no current UQ business activity	• Add the relevant UQ business activity for the current *Private day - Arrival Location*; OR • Remove the Private day(s).

Alert/Error message	Explanation	Action/Comment
Private days are subject to approval from High Risk approver.	This **Alert** serves as a reminder that Private day/s have been noted for a Location with no DFAT rating ie. *No advice issued.* (An Alert does not prevent the form from submitting)	The approved request will be forwarded for additional high risk destination approval.
Public holiday must be followed by UQ activity	Non-compliant Activity entered for the day following the public holiday	If the day after the public holiday is not a UQ Business day (refer glossary – Business day), Activity is *Private day*.
Public holiday must follow UQ activity	Non-compliant Activity entered for the day immediately prior to the public holiday	If the day prior to the public holiday is not a UQ Business day (refer glossary – Public holiday), Activity is *Private day*.
Recovery day is only permitted for international locations	*Recovery day* has been entered for a domestic *Arrival Location*.	If no official UQ business is being undertaken, Activity is *Private day*.
Recovery day only permitted following the arrival in UQ business location (not transit) after a flight of 7 or more continuous hours and the following day must be a UQ business day.	*Recovery day* does not follow Travel, or is not followed by a UQ business activity	• Add relevant Travel or UQ business Activity: OR • Recovery day must be *Private day*
Recovery day is the day following the arrival in a business location (not transit) after a flight of 7 or more continuous hours and the following day is a UQ business day.	This **Alert** serves as a reminder to ensure that the Activity aligns with the requirements of the Dual Purpose Travel (DPT) Procedure. (An Alert does not prevent the form from submitting)	If the *Recovery day* does not comply with the Dual Purpose Travel Procedure: Activity is *Private day* (refer glossary - Recovery Day)
Recovery day only permitted for a maximum of one day after a flight of 7 or more continuous hours and the following day must be a UQ business day.	*Recovery day* has been entered with a date range exceeding one day	• Correct Start Date and End Date; OR • Add relevant Activity for additional days
The business weekend must have official UQ business on both the preceding Friday and following Monday.	• Activity - *Business weekend* may refer to the entire weekend, or just Saturday or Sunday (provided that an official UQ business activity is taking place on the other weekend day) The traveller must be conducting official UQ business on the day preceding AND day following the date/s marked as Activity – *Business weekend*. One of these days – either the preceding OR following day may be a day on which a UQ traveller travels between business locations; (refer to glossary – Business day). Neither the preceding or following day can be a Private day, Recovery day or Unavoidable stopover. The *Home location airport/city/town* is not a UQ business location.	• Add relevant acceptable UQ business activity for either the preceding day or following day, OR; • If there is no official UQ business activity/travel between business locations on the preceding and/or following day: Activity is *Private day*.

Alert/Error message	Explanation	Action/Comment
The requester has checked and confirms that this is a recognised public holiday in the business location.	This **Alert** serves as a reminder to ensure that the Activity aligns with the requirements of the Dual Purpose Travel (DPT) Procedure. (An Alert does not prevent the form from submitting)	If the *Public holiday* does not comply with the Dual Purpose Travel Procedure: Activity is *Private day* (refer glossary – Public holiday)
Travel only permitted from and to locations where you are undertaking UQ business activities or returning to Home location.	Departure or Arrival location selected: • does not have a corresponding UQ business Activity; OR • is not the Home location/airport/city/town	• Enter acceptable *Activity* for the Location; OR • Correct Location(s) (if the travel involves a transit location or unavoidable stopover, these details should be entered)
Travel only permitted from and to locations where you are currently undertaking UQ business activities or from your Home location.	The *Arrival Location* selected: • does not have a corresponding UQ business activity; OR • is not the *Home location/airport/city/town*.	• Enter the acceptable UQ business activity for the *Arrival Location*: OR • Remove the *Arrival Location.* (if the travel involves a transit location or unavoidable stopover, these details should be entered)
Travel should follow on the end date of the Unavoidable stopover.	Start Date must match the End Date of the *Unavoidable stopover*	• Correct Start Date
Travel transit must be on the same day of travel	Transit is a gap between the next available connecting flight, with the UQ traveller remaining at the airport. Start date for Travel departing the transit location must match the End date of the previous Travel (ie. the arrival date at the transit location)	• Correct Start Date
Unavoidable stopover must be a single night only	Date range is incorrect. Start date must match the End date of prior Travel row, End Date must be the next day (ie one night only).	• Correct date range for the *Unavoidable stopover/ Travel* rows
Unavoidable stopover must be followed by travel	An *Activity* other than *Travel* has been entered after the *Unavoidable stopover*. An *Unavoidable stopover* must be followed by *Travel* ie. the first available connecting flight or ground transport to the business location.	• Enter the *Travel* activity immediately following the Unavoidable stopover; OR • Amend Activity (refer glossary – Unavoidable stopover)
Unavoidable stopover must follow travel	An *Unavoidable stopover* only applies if next available flight or ground transport requires you to spend a night in a transit location enroute to a UQ business location.	• Include *Travel* activity; OR • Amend Activity
Unavoidable stopover must start on the same day as the previous activity end date	An *Unavoidable stopover* Start date is the date you arrive in the Location, End date is the following day.	• Amend start date of *Unavoidable stopover*; OR • Amend Activity

Alert/Error message	Explanation	Action/Comment
UQ will not approve any private travel to a High Risk Destination	UQ does not permit any private days in Locations with DFAT Level 3 (Reconsider your need to travel) or Level 4 (Do Not Travel)	• Remove *Private day(s)* in the high risk location(s)
Red text error message below the Travel Activities table.		
Alert/Error message	**Explanation**	**Action/Comment**
Activity missing for X/X/XXXX until X/X/XXXX	A date period in the table is missing an Activity	• Add relevant Activity; OR • Amend dates
At least one UQ activity is required	A UQ business activity must be entered for each Arrival Location (excluding return to *Home location airport/city/town* location)	• Add relevant Activity
More than one activity for XX/XX/XXXX	More than one UQ business activity has been entered for a particular date	• Amend date; OR • If more than one UQ business activity is being undertaken on that date, note the main UQ business activity
Total number of private days (XX) must be less than total UQ business days (XX)	*Private days* entered does not comply with the Dual Purpose Travel (DPT) Procedure	• Refer glossary -Private days
BUDGET SECTION **Red text error message appears in the Budget section**		
Total Expenses must equal to Total Funding Source	Total figure in both tables must equal	• Amend relevant details

Updating a travel request

The **requester** can update and submit a travel request at the following stages:

A Finalised, Withdrawn or Rescinded travel request cannot be updated and resubmitted.

Travel request has been partially completed and saved (prior to submitting)	
Travel request submitted on behalf of traveller (UQ staff), traveller does not submit the Traveller declaration but returns the request and asks for change(s).	Status = Submitted
Travel request submitted that includes international Location(s): Travel approver returns request to requester.	Status = More information required
Travel request is approved.	Status = Awaiting finalisation

- Access the travel request via your **My requests** dashboard. (refer to Accessing a travel request).
- Make required changes
- Submit

Your My requests dashboard displays who a travel request is currently Assigned to:

The table below shows which sections of a travel request can be updated after submission and approval.
The information regarding assignment to the travel approver for approval/re-approval applies to changes made before the travel *End date*. For changes made during the finalisation step, refer to section 8. Finalise request.
A travel request can be updated multiple times. Updating a travel request DOES NOT finalise the request.
If update(s) relating to international travel require the travel request to be re-approved by the travel approver, the revised itinerary **must not** be booked until the updated travel request is approved.

Request details **Traveller details**	✗ If details are no longer correct, withdraw the request and submit a new request.
Trip details	✓ Any details in the Travel Activity table can be updated. The following changes will assign the request to the travel approver for approval/re-approval • Adding an international Location to a solely domestic trip; • Any change made to the Trip details section of a request which already includes an international Location; • Adding a DFAT level 3 or 4 Location, or escalation to DFAT Level 3 or 4 of previously approved Location (High risk destination section will require completing) Added Activity(ies) will display chronologically.
Approval	✗ Selected travel approver cannot be updated. Contact travel@uq.edu.au for assistance
Budget	✓ Any details in the Budget section can be updated. The following changes will assign the request to the travel approver for re-approval • Addition of/change to premium economy or business class airfare (international travel)
Supporting documents	✓

Travel Activities:

Examples are for UQ Staff travellers with *Home location airport/city/town*: Brisbane. DFAT levels should not be copied from these examples

Travel & business on same day example:

Activity	Start Date	End Date	Departure Location	Arrival Location / Location	Arrival Location DFAT Rating	Days
Travel	10/11/2025	10/11/2025	Brisbane, Queensland, Australia	Auckland, Auckland, New Zealand	Exercise normal safety precautions	1
Academic collaboration	11/11/2025	14/11/2025		Auckland, Auckland, New Zealand		4
Travel	14/11/2025	14/11/2025	Auckland, Auckland, New Zealand	Brisbane, Queensland, Australia	N/A - arrival location (country) is Australia	0

- If Travel is undertaken on the same day as conducting UQ business e.g. 14/11/2025, enter both activities.

Private/business location example:

Traveller is on a personal holiday in France, will attend a conference in London prior to returning to *Home location*: Brisbane.

- Travel from France to London: DOES NOT comply, travel between a purely private location (other than *Home location airport/city/town*) and a UQ business location is not considered part of official *UQ travel* (refer to FAQs – UQ Travel Policy and Dual Purpose Travel (DPT) Procedure – Travellers).
- The *UQ travel* (details to enter in the travel request) begins on the first UQ business day in the UQ business location, e.g. 13/10/2025.

Activity	Start Date	End Date	Departure Location	Arrival Location / Location	Arrival Location DFAT Rating	Days	Alert / Errors
Attend conference/seminar/event	13/10/2025	16/10/2025		London, London, City of, United Kingdom		4	
Travel	17/10/2025	17/10/2025	London, London, City of, United Kingdom	Brisbane, Queensland, Australia	N/A - arrival location (country) is Australia	1	

Transit/travel over multiple days :

Activity	Start Date	End Date	Departure Location	Arrival Location / Location	Arrival Location DFAT Rating	Days	Alert / Errors
Travel	17/10/2025	17/10/2025	Brisbane, Queensland, Australia	Doha, Ad Dawhah, Qatar	Exercise normal safety precautions	1	
Travel	17/10/2025	18/10/2025	Doha, Ad Dawhah, Qatar	Lisbon, Lisboa, Portugal	Exercise normal safety precautions	1	
Academic collaboration	19/10/2025	23/10/2025		Lisbon, Lisboa, Portugal		5	
Travel	24/10/2025	24/10/2025	Lisbon, Lisboa, Portugal	Doha, Ad Dawhah, Qatar	Exercise normal safety precautions	1	Travel only permitted from and to locations where you are currently undertaking UQ business activities or from your Home location.
Travel	25/10/2025	25/10/2025	Doha, Ad Dawhah, Qatar	New York, New York, United States	Exercise normal safety precautions	1	Travel transit must be on the same day of travel.
Academic collaboration	26/10/2025	26/10/2025		New York, New York, United States		1	
Travel	27/10/2025	30/10/2025	New York, New York, United States	Brisbane, Queensland, Australia	N/A - arrival location (country) is Australia	4	3 day travel duration – please load each travel segment including any transit/unavoidable stopover location/s.
Total days: **14**							

- 17/10/2025 – 18/10/2025: Transit location (gap between connecting flight, not leaving airport, no overnight stay in location). Transit locations/s should be entered if known at the time of submitting the form.
- 24/10/2025 – 25/10/2025: if travel includes an unavoidable overnight stay, an Activity *Unavoidable stopover* must be entered.
- 27/10/2025 – 30/10/2025: If travel will take multiple days and includes transit or an *Unavoidable stopover* (refer glossary), each travel segment should be entered in the travel request. Details can be accurately updated after booking if required.

Unavoidable stopover example:

Activity	Start Date	End Date	Departure Location	Arrival Location / Location	Arrival Location DFAT Rating	Days	Alert / Errors
Travel	17/10/2025	17/10/2025	Brisbane, Queensland, Australia	Doha, Ad Dawhah, Qatar	Exercise normal safety precautions	1	
Unavoidable stopover	17/10/2025	19/10/2025		Doha, Ad Dawhah, Qatar		2	Unavoidable stopover must be a single night only.
Travel	19/10/2025	19/10/2025	Doha, Ad Dawhah, Qatar	Lisbon, Lisboa, Portugal	Exercise normal safety precautions	0	
Academic collaboration	20/10/2025	23/10/2025		Lisbon, Lisboa, Portugal		4	
Travel	24/10/2025	24/10/2025	Lisbon, Lisboa, Portugal	Milan, Lombardy, Italy	Exercise normal safety precautions	1	
Unavoidable stopover	25/10/2025	26/10/2025		Milan, Lombardy, Italy		2	Unavoidable stopover must start on the same day as the previous activity end date.
Travel	26/10/2025	26/10/2025	Milan, Lombardy, Italy	New York, New York, United States	Exercise normal safety precautions	0	
Academic collaboration	27/10/2025	28/10/2025		New York, New York, United States		2	
Unavoidable stopover	28/10/2025	29/10/2025		New York, New York, United States		2	Unavoidable stopover must follow travel.
Travel	30/10/2025	30/10/2025	New York, New York, United States	Singapore, Singapore	Exercise normal safety precautions	1	Travel should follow on the end date of the Unavoidable stopover.
Unavoidable stopover	30/10/2025	31/10/2025		Singapore, Singapore		1	
Travel	31/10/2025	31/10/2025	Singapore, Singapore	Brisbane, Queensland, Australia	N/A - arrival location (country) is Australia	0	

Total days: **16**

- 17/10/2025 – 19/10/2025: DOES NOT comply as Unavoidable stopover must be a single night only. Traveller cannot stay multiple days in a non-UQ business location enroute to the UQ business location, first available connecting flight/ground transport must be taken.
- 25/10/2025: DOES NOT comply as Unavoidable stopover must start on the previous arrival date (End date)
- 28/10/2025: DOES NOT comply as Unavoidable stopover only applies to a travel segment. If no UQ business activity is being undertaken on 29/10/2025, Activity for 29/10/2025 is *Private day*.
- 30/10/2025: complies if first available connecting flight enroute to the UQ business location/*Home location* is next morning (31/10/2025).

Dual purpose travel examples:

Example 1

Activity	Start Date	End Date	Departure Location	Arrival Location / Location	Arrival Location DFAT Rating	Days
Travel	20/08/2025	21/08/2025	Brisbane, Queensland, Australia	London, London, City of, United Kingdom	Exercise normal safety precautions	2
Academic collaboration	22/08/2025	26/08/2025		London, London, City of, United Kingdom		5
Private day	27/08/2025	05/09/2025		London, London, City of, United Kingdom		10
Travel	06/09/2025	06/09/2025	London, London, City of, United Kingdom	Brisbane, Queensland, Australia	N/A - arrival location (country) is Australia	1

Total days: **18**
Private days: **10**

Total number of private days (10) must be less than total UQ business days (8)

- 27/08/2025 – 05/09/2025 DOES NOT comply. Total private days must be less than total business days for the entire UQ travel journey. Reduce the number of private days.

  If the traveller does not want to reduce the number of private days, the *UQ travel* ends on the last business day (26/08/2025), the remainder of the travel is solely personal travel (including the return flight to Brisbane). Refer to UQ Travel web page – FAQs – *Can I add a solely private holiday location prior to the start [or following the end] of my UQ business trip?*

Example 2

Activity	Start Date	End Date	Departure Location	Arrival Location / Location	Arrival Location DFAT Rating	Days	Alert / Errors
Travel	20/08/2025	21/08/2025	Brisbane, Queensland, Australia	London, London, City of, United Kingdom	Exercise normal safety precautions	2	
Academic collaboration	22/08/2025	23/08/2025		London, London, City of, United Kingdom		2	
Private day	24/08/2025	26/08/2025		London, London, City of, United Kingdom		3	
Travel	27/08/2025	27/08/2025	London, London, City of, United Kingdom	Edinburgh, Edinburgh, City of, United Kingdom	Exercise normal safety precautions	1	Travel only permitted from and to locations where you are currently undertaking UQ business activities or from your Home location.
Private day	28/08/2025	29/08/2025		Edinburgh, Edinburgh, City of, United Kingdom		2	Private days are only permitted in a location where you are currently undertaking UQ business.
Travel	30/08/2025	30/08/2025	Edinburgh, Edinburgh, City of, United Kingdom	London, London, City of, United Kingdom	Exercise normal safety precautions	1	Travel only permitted from and to locations where you are currently undertaking UQ business activities or from your Home location.
Professional development	31/08/2025	01/09/2025		London, London, City of, United Kingdom		2	
Travel	02/09/2025	02/09/2025	London, London, City of, United Kingdom	Dublin, Dublin, Ireland	Exercise normal safety precautions	1	
Academic collaboration	03/09/2025	04/09/2025		Dublin, Dublin, Ireland		2	
Travel	05/09/2025	05/09/2025	Dublin, Dublin, Ireland	London, London, City of, United Kingdom	Exercise normal safety precautions	1	Travel only permitted from and to locations where you are currently undertaking UQ business activities or from your Home location.
Private day	06/09/2025	08/09/2025		London, London, City of, United Kingdom		3	Private days are only permitted in a location where you are currently undertaking UQ business.
Travel	09/09/2025	09/09/2025	London, London, City of, United Kingdom	Brisbane, Queensland, Australia	N/A - arrival location (country) is Australia	1	Travel only permitted from and to locations where you are currently undertaking UQ business activities or from your Home location.

- 24/08/2025 – 26/08/2025: complies as private days are in the current UQ business location, London.
- 27/08/2025 – 30/08/2025: DOES NOT comply as there is no UQ business activity being undertaken in Edinburgh. Edinburgh is not the *current* business location (27/08-30/08 can be additional private days in the current UQ business location, London. Day trips from business location are permitted)
- 05/09/2025 – 9/09/025: DOES NOT comply as London is not the *current* UQ business location. If no UQ business activity is being undertaken in London after 04/09/2025:
  a. Traveller should return to Brisbane from Dublin (most logical and economical route); OR
  b. 05/09 - 08/09 could be private days in Dublin and 09/09 return to Brisbane from Dublin (most logical and economical route).

Example 3 – the traveller wishes to remain at the business location over the weekend and return to their *Home location* late on Sunday to resume work duties at their normal place of work on Monday.

Activity	Start Date	End Date	Departure Location	Arrival Location / Location	Arrival Location DFAT Rating	Days	Alert / Errors
Travel	08/10/2025	08/10/2025	Brisbane, Queensland, Australia	Melbourne, Victoria, Australia	N/A - arrival location (country) is Australia	1	
Attend conference/seminar/event	09/10/2025	10/10/2025		Melbourne, Victoria, Australia		2	
Private day	11/10/2025	12/10/2025		Melbourne, Victoria, Australia		2	
Travel	12/10/2025	12/10/2025	Melbourne, Victoria, Australia	Brisbane, Queensland, Australia	N/A - arrival location (country) is Australia	0	

Total days: **5**
Private days: **2**

- 11/10/2025 – 12/10/2025 (weekend) complies as dual purpose travel, as private days are in the current business location and total private days is less than total business days for the entire UQ journey.

  The weekend is not a business weekend as there is no official UQ business activity being undertaken (in a UQ business location) on Monday 12/10/2025. UQ can fund the return flight as the itinerary meets the dual purpose travel requirements.

Business weekend example:

Activity	Start Date	End Date	Departure Location	Arrival Location / Location	Arrival Location DFAT Rating	Days	Alert / Errors
Travel	06/11/2025	06/11/2025	Brisbane, Queensland, Australia	Melbourne, Victoria, Australia	N/A - arrival location (country) is Australia	1	
Academic collaboration	07/11/2025	07/11/2025		Melbourne, Victoria, Australia		1	
Business weekend	08/11/2025	09/11/2025		Melbourne, Victoria, Australia		2	
Attend conference/seminar/event	10/11/2025	13/11/2025		Melbourne, Victoria, Australia		4	
Business weekend	14/11/2025	15/11/2025		Melbourne, Victoria, Australia		2	Business weekend must take place on a Saturday and/or Sunday.
Travel	16/11/2025	16/11/2025	Melbourne, Victoria, Australia	Perth, Western Australia, Australia	N/A - arrival location (country) is Australia	1	
Research	17/11/2025	21/11/2025		Perth, Western Australia, Australia		5	
Business weekend	22/11/2025	23/11/2025		Perth, Western Australia, Australia		2	The business weekend must have official UQ business on both the preceding Friday and following Monday.
Private day	24/11/2025	24/11/2025		Perth, Western Australia, Australia		1	
Site visit/inspection	25/11/2025	28/11/2025		Perth, Western Australia, Australia		4	
Business weekend	29/11/2025	29/11/2025		Perth, Western Australia, Australia		1	
Travel	30/11/2025	30/11/2025	Perth, Western Australia, Australia	Mount Isa, Queensland, Australia	N/A - arrival location (country) is Australia	1	
Site visit/inspection	01/12/2025	05/12/2025		Mount Isa, Queensland, Australia		5	
Business weekend	06/12/2025	07/12/2025		Mount Isa, Queensland, Australia		2	The business weekend must have official UQ business on both the preceding Friday and following Monday.
Travel	08/12/2025	08/12/2025	Mount Isa, Queensland, Australia	Brisbane, Queensland, Australia	N/A - arrival location (country) is Australia	1	

- Sat 08/11/2025 – Sun 09/11/2025: complies as the Saturday/Sunday is in the business location and official UQ business activities are being undertaken on both the preceding Friday and following Monday. The preceding Friday OR following Monday can also be a day on which the UQ traveller travels between business locations.
- Fri 14/11/2025 – Sat 15/11/2025: DOES NOT comply as it includes date/s that is not a Saturday or Sunday.
- Sat 22/11/2025 – Sun 23/11/2025: DOES NOT comply as traveller IS NOT undertaking official UQ business activities on both the preceding Friday and following Monday. Activity for 22/11 – 23/11 is *Private day*
- Sat 29/11/2025: a single day on the weekend can be considered as a business weekend as the Saturday/Sunday is in the business location and official UQ activities are being undertaken on the preceding day and following day (ie. site visit and travel to a business location.
- 06/12/2025 – 07/12/2025: DOES NOT comply as official UQ business is not being conducted on the Monday. Travel to/from a UQ traveller's normal place of work (*Home location*) is considered a business day, however it is not included as an official UQ business activity when determining if a weekend qualifies as a business weekend. Activity for 06/12 – 07/12 is *Private day*.

Recovery day example:

Activity	Start Date	End Date	Departure Location	Location	Rating	Days	Alert / Errors
Travel	07/10/2025	08/10/2025	Brisbane, Queensland, Australia	Paris, Ile-de-France, France	Exercise normal safety precautions	2	
Recovery day	09/10/2025	09/10/2025		Paris, Ile-de-France, France		1	Recovery day is the day following the arrival in a business location (not transit) after a flight of 7 or more continuous hours and the following day is a UQ business day.
Research	10/10/2025	11/10/2025		Paris, Ile-de-France, France		2	
Travel	12/10/2025	12/10/2025	Paris, Ile-de-France, France	London, London, City of, United Kingdom	Exercise normal safety precautions	1	
Recovery day	13/10/2025	13/10/2025		London, London, City of, United Kingdom		1	Recovery day is the day following the arrival in a business location (not transit) after a flight of 7 or more continuous hours and the following day is a UQ business day.
Attend conference/seminar/event	14/10/2025	16/10/2025		London, London, City of, United Kingdom		3	
Travel	17/10/2025	17/10/2025	London, London, City of, United Kingdom	Shanghai, Shanghai, China	Exercise normal safety precautions	1	
Recovery day	18/10/2025	18/10/2025		Shanghai, Shanghai, China		1	Recovery day only permitted following the arrival in UQ business location (not transit) after a flight of 7 or more continuous hours and the following day must be a UQ business day.
Private day	19/10/2025	19/10/2025		Shanghai, Shanghai, China		1	
Academic collaboration	20/10/2025	23/10/2025		Shanghai, Shanghai, China		4	
Travel	24/10/2025	24/10/2025	Shanghai, Shanghai, China	Singapore, Singapore	Exercise normal safety precautions	1	Travel only permitted from and to locations where you are currently undertaking UQ business activities or from your Home location.
Recovery day	25/10/2025	25/10/2025		Singapore, Singapore		1	Recovery day only permitted following the arrival in UQ business location (not transit) after a flight of 7 or more continuous hours and the following day must be a UQ business day.
Travel	26/10/2025	26/10/2025	Singapore, Singapore	Sydney, New South Wales, Australia	N/A - arrival location (country) is Australia	1	Travel only permitted from and to locations where you are currently undertaking UQ business activities or from your Home location.
Academic collaboration	27/10/2025	27/10/2025		Sydney, New South Wales, Australia		1	
Travel	28/10/2025	28/10/2025	Sydney, New South Wales, Australia	Brisbane, Queensland, Australia	N/A - arrival location (country) is Australia	1	

- 09/10/2025: complies if travel is 7 or more continuous hours (economy class)
- 13/10/2025: DOES NOT comply as flight time is less than 7 continuous hours. If no UQ business activity is being undertaken on 13/10/2025, Activity is *Private day*. (An Alert message serves as a prompt to verify that the entered travel activity matches the Alert criteria. It does not confirm that the proposed travel complies with the Dual Purpose Travel Procedure).
- 18/10/2025: DOES NOT comply (even though after travel was more than 7 continuous hours) as the day after the recovery day is not being used to conduct official UQ business. If no UQ business is being undertaken on 19/10/2025 then 18/10/2025 Activity is *Private day*.
- 25/10/2025: DOES NOT comply as Singapore is enroute to a UQ business location. If flights require an unavoidable stopover (refer glossary) in Singapore, Activity must be *Unavoidable stopover* with start date 24/10/2025 and End date 25/10/2025.

  Travel must resume on the first available flight/ground transport the following day 25/10/2025. If there are no UQ business activities being undertaken until 27/10/2025: 26/10/2025 Activity is *Private day*.

Public holiday example:

Example 1 – 13/08/2025 is a public holiday recognised in the travellers *Home location* (ie. Ekka show day in Brisbane). The traveller would ordinarily not be working on this day.

Attend conference/seminar/event	06/08/2025	12/08/2025		New York, New York, United States		7	
Public holiday recognised in business location	13/08/2025	13/08/2025		New York, New York, United States		1	The requestor has checked and confirms that this is a recognised public holiday in the business location.
Academic collaboration	14/08/2025	15/08/2025		New York, New York, United States		2	

- 13/08/2025: DOES NOT comply as the public holiday is not recognised in the business location so does not meet the definition of a business day. If no official UQ business activity is being undertaken on 13/08/2025, Activity should be *Private day*. (An Alert message serves as a prompt to verify that the entered travel activity matches the Alert criteria. It does not confirm that the proposed travel complies with the Dual Purpose Travel Procedure).

Example 2

Activity	Start Date	End Date	Departure Location	Arrival Location / Location	Arrival Location DFAT Rating	Days	Alert / Errors
Travel	18/08/2025	18/08/2025	Brisbane, Queensland, Australia	Auckland, Auckland, New Zealand	Exercise normal safety precautions	1	
Attend conference/seminar/event	19/08/2025	22/08/2025		Auckland, Auckland, New Zealand		4	
Business weekend	23/08/2025	24/08/2025		Auckland, Auckland, New Zealand		2	
Public holiday recognised in business location	25/08/2025	25/08/2025		Auckland, Auckland, New Zealand		1	The requestor has checked and confirms that this is a recongnised public holiday in the business location.
Academic collaboration	26/08/2025	29/08/2025		Auckland, Auckland, New Zealand		4	
Business weekend	30/08/2025	31/08/2025		Auckland, Auckland, New Zealand		2	
Public holiday recognised in business location	01/09/2025	01/09/2025		Auckland, Auckland, New Zealand		1	Public holiday must be followed by UQ activity.
Private day	02/09/2025	02/09/2025		Auckland, Auckland, New Zealand		1	
Attend conference/seminar/event	03/09/2025	05/09/2025		Auckland, Auckland, New Zealand		3	

- 25/08/2025: complies as the UQ traveller undertakes an official UQ business activity on the day immediately before and the day immediately after the weekend and public holiday period. 25/08/2025 must be a recognised public holiday in Auckland to be considered a business day, if not the 23/08/2025 – 25/08/2025 must be Activity: *Private day.* (An Alert message serves as a prompt to verify that the entered travel activity matches the Alert criteria. It does not confirm that the proposed travel complies with the Dual Purpose Travel Procedure).
- 19/08/2025: DOES NOT comply as the traveller is not undertaking an official UQ business activity on the day after the public holiday. 30/08/2025 – 02/09/2025 must be Activity: *Private day*

Group travel request

Group travel is a group booking for 10 or more people and the itinerary for the group is exactly the same.

⚠ All ***UQ travellers*** (staff undertaking *UQ travel* for UQ business purposes), whether travelling alone or as part of a group, must compete a **Traveller declaration**. Therefore, in *Traveller breakdown*: if *No of UQ Staff* is greater than 1, an individual (not group) request must also be submitted for each additional UQ staff member (other than the UQ staff Lead Traveller).

If the group includes no UQ staff members:

a. **Request details**: Are you the lead traveller - Select **No**
b. **Lead traveller details**: Enter name of one of the travellers.
c. **Group details**: Enter Traveller breakdown numbers (include the Lead traveller).
d. **Trip details**: complete as per **2. Trip details**
e. **Approval**: complete if required
f. **Budget**: complete as per **4. Budget**
g. **Supporting documents**: Attach the list of travellers (noting traveller and traveller type ie. staff, student, non UQ and any relevant chart string details)
h. **Traveller declaration:** complete if required
i. Submit

If the group includes one or more staff members:

a. **Request details**: Are you the lead traveller - Select Yes if you are the Lead traveller, select No if submitting on behalf of the travellers.
b. **Lead traveller details**: if Yes selected, your details will auto-populate. If No selected, Search user and select the relevant staff member.
c. **Group details**: Enter Traveller breakdown numbers (include the Lead traveller)
d. **Trip details**: complete as per **2. Trip details**
e. **Approval**: complete if required
f. **Budget**: complete as per **4. Budget**
g. **Supporting documents**: Attach the list of travellers (noting traveller and traveller type ie. staff, student, non UQ)
h. **Traveller declaration**: complete if required.
i. Submit

If UQ student/s are included in the Traveller breakdown, the student/s must also obtain travel approval in accordance with the Student Travel Procedure. A UniTask travel request is not a form of student travel approval.