

# School of Economics Updated Travel Policy<sup>1</sup>

## Domestic travel

The following checklist aims to streamline travel arrangements for staff and adhere to the University's updated [Travel Policy](#) requirements.

If your travel complies with **all four statements** set out below, it is implicitly approved without the need of an explicit discussion, and you can book your travel through the UniTask system:

1. I do not have any teaching commitments clashing with proposed travel<sup>2</sup>
2. I do not have any key service commitments that conflict with proposed travel
3. I am travelling for no more than one week, that is, not more than 7 days
4. My travel is externally funded

If any of the points above do not apply, please email [soe-hos@uq.edu.au](mailto:soe-hos@uq.edu.au) (if your formal supervisor is the Head of School) or [soe-dhos@uq.edu.au](mailto:soe-dhos@uq.edu.au) (if your formal supervisor is the Deputy Head of School) outlining your travel needs – and budget requirement and source in the case of point (4) - **before booking your travel** (cc [soe-ea@uq.edu.au](mailto:soe-ea@uq.edu.au) so that the EA can keep track of the approval process for you). Once you have received approval in writing, you will be able to process your travel through UniTask.

## International Travel

The UniTask system has an inbuilt approval process for all international travel. The policy [approval](#) requires travellers to:

- Follow the flowchart in the [UQ International Traveller Checklist](#) (please liaise with your formal supervisor: Head of School or Deputy Head of School);
- Receive approval via the [UniTask Travel Request](#) in my.UQ; please email [soe-hos@uq.edu.au](mailto:soe-hos@uq.edu.au) (cc [soe-ea@uq.edu.au](mailto:soe-ea@uq.edu.au)) if there is anything unclear surrounding your travel request (including funding source) through UniTask.

Once the above steps are completed, travellers can book international travel.

Please refer to the [Resources section](#) for user guides and templates.

<sup>1</sup> The simplification of the domestic travel process has been endorsed by School Executive Committee (03/11/2022).

<sup>2</sup> This includes not only contact hours but also other teaching commitments in which some form of availability is required, albeit not necessarily involving being in Brisbane: for example being contactable by phone during exams a lecturer is responsible for.