TRAVEL DIARY

Please note:

☒ A travel diary must be completed and attached to your TCard Statement for:
  ☒ Any overseas trip of more than 5 consecutive nights or
  ☒ Any domestic trip of more than 5 consecutive nights in duration where the trips are not exclusively related to your employment with UNSW

☒ A travel diary must be completed and attached to your Travel Advance acquittals or Expense Reimbursement Form

1. Employee Information:

Title: (e.g. Dr, Mr, Ms)
Surname: ____________________________ Given Names: ____________________________
Employee No: ______________________ Contact No: ____________________________
Supervisor / Manager: ______________ Faculty / Division: _______________________
Reason for Trip: ____________________
Date Commenced: _________________ Date Finished: _________________

2. Travel Diary:

<table>
<thead>
<tr>
<th>Nature of Business Activity</th>
<th>Where Activity Took Place</th>
<th>Dates Activity as Undertaken</th>
<th>Duration of Activity</th>
<th>Date of Diary Entry</th>
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3. Authorization:

Signature of Employee ____________________________ Date __/__/______ Page ___ of ___
NOTES:

The Australian Taxation Office requires employers to keep certain records in order to justify any Fringe Benefits Tax Liability.

How to use this daily travel diary:

- A record must be kept of each business activity conducted while you are travelling overseas.
- Its main purpose is to enable you to break down your travel expenses into business and private expenditure.
- The diary must show for each business activity;
  - The place where the activity took place;
  - The date and approximate time the activity began;
  - The time taken on the activity;
  - The nature of the activity; and
  - The date the entry was made in the diary.
- The diary entry should be made as soon as possible after an activity; otherwise the claim may be disallowed by the Taxation Office.
- The completed diary, or a copy thereof, must be attached to your TCard Statement or Expense Reimbursement Form when forwarded for approval.
- Where your travel is for an extended period of time, it is expected that entries will be made on a regular basis (e.g. at least weekly).
- To assist you in preparing your travel diary, you may attach a pre-prepared travel itinerary or conference schedule.