Print

UNSW THE UNIVERSITY OF NEW SOUTH WALES

# TR5 TRAVEL DIARY

Under Payroll Tax and Fringe Benefits Tax requirements, travel diaries must be submitted for all travel for periods of 6 or more nights away from an employee's residence including transit time. Periods of personal travel should be recorded as "Private". Completed forms must be attached to your Travel Approval form and filed in your School where it will be available for audit access.

If a completed travel diary is not submitted, all travel costs will be subject to Payroll Tax and Fringe Benefits Tax (currently up to 107% of the total travel cost).

| **1. Employee Information:** | |
|---|---|
| Surname: | Given Names: |
| Employee No: | |
| Faculty / Division: | Contact No: |
| Travel Start Date: | Travel Finish Date: |
| Number of Business Days (excl. weekend/public holidays) | Number of Private Days |

**2. Travel Diary:**

| Date | Time | | Activity | Where Activity Took Place |
|---|---|---|---|---|
| | From: | To: | | |
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*Please add rows as required*

Signature of Employee _____ Date _____/_____/_____ Page _____ of _____