TR5A TRAVEL DIARY SAMPLE

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:	OTHER	Given Names	ANNE
Employee No:	Z123456		
Faculty / Division:	VETERINARY	Contact No:	01234
Travel start date:	1/02/09	Travel finish date:	13/02/09
Number of business days (excl. weekend/public holidays)	11	Number of private days	0

2. Travel Diary:

Date	Time		Activity	Where Activity Took Place
	From:	To:		
1/2/09	14:00	22:00	Travel	Flight Sydney to Shanghai
2/7/09	9:00	13:00	Travel	Train Shanghai to Nanking
	14:00	17:30	Research meeting with Dr Brown	Nanking University
3/2/09	9:00	17:00	Research Project Team Meeting	Nanking University
4/2/09	8:00	17:30	Meet with researchers. Prepare report	Nanking University
5/2/09	9:00	16:30	Research Project Team Meeting	Nanking University
8/2/09	8:30	17:00	Attend International Symposium on Biotechnology	Nanking Hotel
9/2/09	11:00	15:00	Travel	Train Nanking to Shanghai
10/2/09	9:00	17:00	Present paper at COD research seminar	University of Shanghai
11/2/09	9:00	13:00	Research seminar	University of Shanghai
12/2/09	19:00		Travel	Flight Shanghai to Sydney
13/2/09		7:00		Arrive Sydney

NOTES:
A record must be kept of each business activity conducted while you are travelling.
You may attach and submit a pre-prepared detailed travel itinerary or conference schedule which must include the details listed above in lieu of completing Section 2 of this form.
A flight itinerary is not sufficient as it does not record each business activity.
Where an itinerary/conference program is attached, it must be endorsed by the employee as a correct record of attendance

Signature of Employee *An Other* Date 15 / 02 / 10 Page 1 of 1

SAMPLE