



TR5 TRAVEL DIARY

- Under Payroll Tax and Fringe Benefit 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".
- If a completed Travel Diary is not submitted, all travel costs will be subject to Payroll Tax and Fringe Benefits Tax (currently up to 118% of the total travel cost).

1. Employee Information

Name of Traveller
Employee ID
Faculty/School/Unit/Dept
First day of travel
Last Day of travel
Destination(s)

Phone Number
Email Address
No. business days
No. private days

2. Travel Diary

Date	Time From	Time To	Business or Private	Description of business activity	Place of Activity
------	-----------	---------	---------------------	----------------------------------	-------------------

Signature

Signature

Date

Notes

¹ Business Days includes:

- Days where business activities are undertaken for at least 2-3 hours in the day
- Unavoidable delays between business activities
- Travel days to and from the business location
- Weekends or public holidays falling within business activities
- Working from office or hotel where majority of day spent working

² Private Days includes:

- Any day not considered business
- Days of booked recreation leave
- Weekends/public holidays within private activities
- Weekends/public holidays after the business has finished, when remaining at travel destination or travelling to another location for holiday
- Travel days to or from a holiday location, e.g. after the business has finished and travel to another location for holiday
- University shut down period
- Extended public holiday periods e.g. Easter, where the employee could return home as business has finished
- Travel recovery days at the start of the trip, e.g. 1-2 days recovery due to time zone changes, long haul flights