Travel Diary

Version 2.0

TR5

UNSW Finance

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).

This is a pdf writeable form and can be typed (preferred method).

1. Employee Information

Surname: _____ Given Names: _____

Employee ID: _____

Faculty/Division: _____ Contact Number: _____

Travel Start Date: _____ Travel End Date: _____

Number of Business Days[1]: _____ Number of Private Days[2]: _____

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
- Travel recovery days at start or end of the trip, e.g. 1-2 days recovery due to time zone changes, long haul flights.
- 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