

## 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).

<b>1. Employee Information:</b>	
Surname: Travel	Given Names: Will
Employee No: z123456	
Faculty/Division: VETERINARY	Contact No: 12345
Travel Start Date: 01/02/2015	Travel Finish Date: 14/02/2015
Number of Business Days <sup>1</sup> 9	Number of Private Days <sup>2</sup> 5

Travel Diary:					
Date	Time		Business or Private	Description of business activity.	Place of Activity
	From	To			
01/02/2015	14:00	22:00	B	Travel	Flight Sydney to Shanghai
02/02/2015	9:00	13:00	B	Travel	Train Shanghai to Nanjing
03/02/2015	14:00	17:30	B	Research meeting with Dr Brown	Nanjing University
04/02/2015	9:00	17:00	B	Research Project Team Meeting	Nanjing University
05/02/2015	8:00	17:30	B	Meet with researchers. Prepare report	Nanjing University
06/02/2015	9:00	16:30	B	Research Project Team Meeting	Nanjing University
07/02/2015	9:00	16:00	B	Reading Research Progress Reports	Nanjing Hotel
08/02/2015	8:30		P	Private	Nanjing
12/02/2015		17:00	P	Private	Nanjing
13/02/2015	17:30		B	Travel	Flight Shanghai to Sydney
14/02/2015		8:30	B	Travel	Arrive Sydney

Signature of Employee: Will Travel Date: 16 / 02 / 2015 Page 1 of 1

<sup>1</sup> 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

<sup>2</sup> 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