



*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<sup>1</sup>: \_\_\_\_\_ Number of Private Days<sup>2</sup>: \_\_\_\_\_

## 2. Travel Diary

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

## Signature

Signature \_\_\_\_\_ Date \_\_\_\_\_

## Notes

- <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
  - 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
- <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