

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:	
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 ¹ 9	Number of Private Days ² 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

<p>¹Business Days includes:</p> <ul style="list-style-type: none"> - 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 	<p>²Private Days includes:</p> <ul style="list-style-type: none"> - 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
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