

## Travel diary

### Details of overseas or domestic trip:

Reason for trip \_\_\_\_\_  
\_\_\_\_\_  
Duration \_\_\_\_\_  
Business portion/period \_\_\_\_\_

### Details of:

- a) The nature of the activity \_\_\_\_\_  
b) The day and approximate time when it began \_\_\_\_\_  
c) How long it lasted \_\_\_\_\_  
d) Where you engaged in it \_\_\_\_\_

### Details of expenses incurred:

	<b>Business</b>	<b>Private</b>	<b>Total</b>
Airfares	_____	_____	_____
Accommodation	_____	_____	_____
Incidentals	_____	_____	_____
Meals	_____	_____	_____
Other (specify)	_____	_____	_____
Total expenses	_____	_____	_____