

# TRAVEL DIARY

Financial Services are pleased to advise that a new “Travel Diary” has been included within the Travel Booking Tool. This diary will allow travelers to provide a clear representation of their business activities to their approving officer/s, along with the dates of any personal leave being taken in conjunction with their Official University Business (OUB). The diary has been designed to meet ATO compliance requirements.



The Purpose of “travel field” has been retained to capture a summary of business activities. e.g. **Attend ATEM Conference in Sydney 14<sup>th</sup>-15<sup>th</sup> March 2011.** (This field will allow you to type up to 700 Characters).







**\*Please ensure that description provided is a complete and accurate for the purpose of Audit requirements.\***

Diary dates will be populated by simply entering **start** and **end** dates of the Total Period of absence (inclusive of any approved personal leave to be taken in conjunction with OUB)

Once selected the traveller will have to identify what is OUB or personal, under the heading “**Activity**” the traveller must indicate by typing in a description for each day of travel, e.g. Conference.

**Purpose of travel**

**Travel Diary** Enter the start and end dates for your trip:  
Start:   End:  

Date	OUB / Personal	Activity
Sun 13/3	<input type="text" value="OUB"/> 	<input type="text" value="Travelling"/>
Mon 14/3	<input type="text" value="OUB"/> 	<input type="text" value="Conference attendance"/>
Tue 15/3	<input type="text" value="OUB"/> 	<input type="text" value="Conference attendance"/>
Wed 16/3	<input type="text" value="Personal"/> 	<input type="text" value="Recreation Leave"/>
Thu 17/3	<input type="text" value="Personal"/> 	<input type="text" value="Recreation Leave"/>
Fri 18/3	<input type="text" value="OUB"/> 	<input type="text" value="Travelling"/>