

Travel diary

Taxpayer's name _____
Tax file number _____
Year ended _____

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:

| | Business | Private | Total |
|-----------------|-----------------|----------------|--------------|
| Airfares | _____ | _____ | _____ |
| Accommodation | _____ | _____ | _____ |
| Incidentals | _____ | _____ | _____ |
| Meals | _____ | _____ | _____ |
| Other (specify) | _____ | _____ | _____ |
| Total expenses | _____ | _____ | _____ |