

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			