#### 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